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FACILITY NEEDS AND
COLLOCATION ANALYSIS

FOR SELECTED

HUMAN SERVICE AGENCIES

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CHEYENNE, WYOMING

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KEMPER ARCHITECTS, P. C.

December 7, 1984

Human Services Task Force
and Staff Members
c/o Peacekeeper Planning Assistance Office
2101 O'Neil Avenue
Cheyenne, Wyoming 82001

Dear Members:

It is with pleasure that we transmit 50 copies of the Facility Needs and Collocation Analysis for selected Human Service Agencies. The comments and recommendations of the Task Force are included at the end of the report.

The project team has the following recommendations to make based upon the study findings:

1. Collocation has numerous tangible and intangible benefits and should be pursued as a viable alternative to meeting current and future space needs. Because of the varying funding sources that support the study agencies, a single body should be formulated or other mechanism to actively pursue and encourage the achievement of collocation. Without this kind of support, it is felt that the concept will not progress beyond the study procedure. A motivating force, incentives and a focal point needs to be provided for all involved agencies in order to accomplish this goal.
2. The collocation portion of this study should be expanded to further research other pertinent relationships held among Human Service agencies not in this analysis.

We thank you for this opportunity to be of service.

Sincerely,

Teresa S. Moore

Teresa S. Moore

encls.

jmk

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FACILITY NEEDS AND COLLOCATION ANALYSIS

FOR

SELECTED HUMAN SERVICE AGENCIES

DECEMBER 7, 1984

Prepared for the

CHEYENNE - LARAMIE COUNTY
REGIONAL PLANNING OFFICE

By

KEMPER ARCHITECTS, P.C.
3822 DILLON AVENUE
CHEYENNE, WYOMING

PROJECT FUNDING

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ACKNOWLEDGEMENTS

Kemper Architects, P.C. would like to acknowledge the following people for their interest, cooperation and input in the formulation of this analysis:

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Jane Dorn, Chair
John Dehler
Judy Ellis
Pat Fleming
Ronn Jeffrey
Richard Johnson
Doug Reeves
Chuck Wing

STAFF

Carl Ellis, Industrial Siting Administration
Lori Shumate, Peacekeeper Planning Assistance
Office
Do Palma, Cheyenne-Laramie County Regional
Planning Office

Gratitude is also extended to the agency personnel who participated in supplying the information and data that produced this document.

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PROJECT MANAGER & PLANNER
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PROJECT PLANNER
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GRAPHICS
Clarke Bachman

TABLE OF CONTENTS

PART I		
<u>FACILITY NEEDS ANALYSIS</u>		
INTRODUCTION AND PURPOSE STATEMENT	1	
METHODOLOGY	3	
SUMMARY	5	
SPACE STANDARDS	11	
AGENCY ANALYSIS AND PROJECTIONS		
ALCOHOL TRAFFIC SAFETY PROGRAM	23	
PROJECT HOPE	27	
ALCOHOL RECEIVING CENTER	32	
CHEYENNE HALFWAY HOUSE	38	
CHEYENNE-LARAMIE COUNTY HEALTH UNIT	46	
ENVIRONMENTAL HEALTH AND ANIMAL CONTROL	54	
ATTENTION HOME	60	
DIVISION OF PUBLIC ASSISTANCE AND		
SOCIAL SERVICES	67	
GRANDMA'S SAFEHOUSE	75	
EMERGENCY MEDICAL SERVICES	83	
COMECA SHELTER	88	
WYOMING FOOD CLEARINGHOUSE, INC.		
(STG. ONLY)	94	
SALVATION ARMY (STG. ONLY)	98	
PART II		
<u>COLLOCATION ANALYSIS</u>		
INTRODUCTION AND PURPOSE STATEMENT	99	
METHODOLOGY	101	

TABLE OF CONTENTS

AGENCY NEEDS ASSESSMENT	Page 105
COMMUNITY CENTER ON DOMESTIC VIOLENCE	106
PATHFINDER	108
UNITED WAY	111
CHRISTIAN COUNSELING SERVICE	113
COMMUNITY ACTION	117
LEGAL SERVICES OF SOUTHEASTERN WYOMING	120
INTERAGENCY BOARD, INC.	124
NEEDS, INC.	126
HELPLINE, INC.	128
VOLUNTEER INFORMATION CENTER	129
ONE-TO-ONE TUTORING	131
RELATIONSHIPS	132
COLLOCATION ALTERNATIVES	135
DEVELOPMENT PHASING	140
COST	141
APPENDIX A	
QUESTIONNAIRE	

FACILITY NEEDS ANALYSIS
FOR SELECTED
HUMAN SERVICE AGENCIES

KEMPER ARCHITECTS, P.C.
3822 DILLON AVENUE
CHEYENNE, WYOMING

DECLARATION OF AFFIDAVIT
IN SUPPORT OF PETITION

PURPOSE STATEMENT

In light of the proposed "Peacekeeper" Missile Deployment at F.E. Warren Air Force Base and potential impacts on the delivery of Human Services, the City of Cheyenne and Laramie County were prompted to retain Kemper Architects, P.C. through the Human Services Task Force, to quantify space and staffing needs and make recommendations for the long range planning of selected agencies. This study and its recommendations will be incorporated into the Cheyenne-Laramie County Human Services Plan to document mitigation measures that may be required due to the Peacekeeper Missile Deployment Program. However, the study will also focus on managing long range growth without the missile deployment to ensure the study's merit despite the future of the Peacekeeper project.

The objectives of the Facility Needs Analysis are as follows:

- * determine current and future space and staffing requirements for selected Human Service agencies.
- * determine those same requirements relative to the proposed "Peacekeeper" Missile Deployment.
- * Analyze the physical condition of existing facilities to determine the best method of satisfying future space needs and direct physical development.

- * provide a planning tool that outlines the scope of impacts, presents alternatives, makes recommendations, and applies costs.

The nature of Human Service agencies require that they be a well-organized, efficient and serious business organization and, at the same time, deal with a society that requires extra sensitivity and comfortable surroundings. The goal then, is to achieve an effective blend of the two diversities in the physical plant. Add to that, the need for a flexible and adaptable plan to accommodate increases in staff, service demands and support requirements and the possibility of subsequent decreases without expensive solutions.

The following agencies were selected by the Human Services Task Force to be included in the Facility Needs Analysis:

Alcohol Programs:
Alcohol Traffic Safety Program
Project Hope
Alcohol Receiving Center
Cheyenne Halfway House

Cheyenne-Laramie County Health Unit

Environmental Health and Animal Control

Attention Home

Division of Public Assistance and Social Services

INTRODUCTION AND PURPOSE STATEMENT

Grandma's Safehouse

Emergency Medical Services

Wyoming Food Clearinghouse, Inc. (storage only)

Salvation Army (storage only)

Comea Shelter

METHODOLOGY

METHODOLOGY

To fulfill the scope of the Needs Analysis, the following methodology was utilized.

A. Contact was made with each agency included in the study through the use of questionnaires, interviews and facility tours to gain an overview of each agency. The following information was provided:

- descriptions of service and operational functions
- existing personnel by job classification
- affinities to other Human Service Agencies
- necessary support services
- public interaction
- storage requirements
- anticipated growth with or without Peacekeeper impact
- potential for sharing resources
- site and functional concerns
- existing facility condition and adequacy

B. The data gathered was correlated to space planning standards and applied to personnel and clientele projections to establish required work and living areas for each agency for the target dates of 1987 and 1990 with and without Peacekeeper impact and 1992. 1992 is the projected completion date of the Peacekeeper project and viewed as the end of the impact period. An industry standard circulation factor of 1.33 was applied to produce net area requirements which includes intra-agency traffic circulation and wall thicknesses. Net area is generally used as a leaseable space figure that does not include general building circulation, restrooms, utility areas and external wall thickness. To facilitate a projection of total required building size, a building factor of 1.25 or 80% efficiency is applied to the net area to estimate the gross square footage that includes those items omitted in the net figure. The existing buildings were evaluated and internal function affinity diagrams prepared. The diagrams represent an approximation of internal relationships that should be used as a guide in establishing efficient floorplans.

C. Based on the previous phases, alternatives were defined to accommodate current and long range space needs. Alternatives include a combination of new construction, leasing, reuse and expansion of existing facilities. The alternatives were evaluated and a recommendation made. Conceptual layouts were prepared for

METHODOLOGY

those recommendations calling for modifications or additions to the existing facility. The alternatives in this study were made without consideration given to the possibility of collocation in most cases.

- D. Costs were applied to the selected alternative based upon a square foot project cost. The cost was applied to the 1992 square footage requirement at 1984 dollars.

SUMMARY

SUMMARY

Prompted by the potential for Peacekeeper missile deployment impact to be felt by area human service agencies, the Human Services Task Force requested an analysis of the current, future and impacted facility and staffing needs of selected Human Service agencies. The analysis was conducted by performing the following tasks:

1. Review of existing data. The January 1984 Final Environmental Impact Statement, Peacekeeper in Minuteman Silos, F. E. Warren Air Force Base and its supporting technical reports were used as the primary sources of existing data. However, many agencies expressed concern about inaccuracies found in these documents. Modifications were made by this firm where possible to reflect more current conditions and rectify errors.
2. Formulation of data base. The questionnaire used for information solicitation is attached in Appendix A.
3. Processing and projection of data for future needs with and without Peacekeeper to 1992. An approximation of the actual occupied square footage of each agency, the 1987 projected space and parking requirements with and without Peacekeeper impact and the 1992 space and parking requirements after the projected completion of the missile project is given on the following summary sheet. It was generally found

that Peacekeeper deployment would have minor impact on the various agencies and only the time frame for requiring increased space would be altered due to impact. For example, a second facility for Grandma's Safehouse would be required in 1987 rather than 1990, but, regardless of Peacekeeper impact, a second facility is required to maintain or improve the current level of service. Despite the minor impact, it will seem significant because the majority of the Human Service agencies are currently in need of space and impact, of any magnitude, will only further crowd the facilities and stretch the staff. Laramie County Human Service agencies are further affected because of the major transportation routes, I-80, I-25 and railroads, that culminate here. In analyzing the summary sheet, understand that there is not always a direct correlation between an agency's existing space and projected allocations. Oftentimes, the arrangement of existing space or room size has not been designed for the specific agency requirements and is adequate in quantity but not in functional relationships. This occurs most frequently with leased and reused spaces. Consideration should also be given to the fact that almost invariably a substantial difference is found between realistic equipment space requirements and the equipment actually in use. Items tend to remain occupying operational areas after their original purpose ceases to exist and the original user is gone.

SUMMARY

This results in superfluous equipment that is functionally inappropriate for present uses. Hence, the need for an evaluation of essential equipment and "housekeeping." A last consideration is to realize that having the appropriate quantity of space is not necessarily an indication of quality.

4. Development of alternatives to satisfy space needs. Based upon the premise that Peace-keeper deployment would have minor impact as noted in Item 3, alternatives were derived for satisfying "normal" growth patterns and not modified to accommodate the "impact" period. It was the basic assumption that agencies or their jurisdictions should strive to own their facility because of the long term economic advantages. Leasing space generally should be considered to be a relatively short term solution to satisfying space requirements. The suggested list of alternatives is not by any means exhaustive, but is intended to promote a dialogue in determining approaches to manage future agency growth.

5. Recommendation of alternative. Many options exist for the future development of the selected Human Service Agencies. To narrow the options and provide direction for the development framework, several basic development alternatives have been proposed for each agency. The criteria used to generate and evaluate these alternatives included improvement of function, improvement of physical conditions, flexibility to accommodate need fluctuations and comparative costs. Within the alternatives, there also exists many options for combining part of one alternative with another. Bear in mind that

total new construction leads to functional and layout flexibility advantages over renovated space, but is not always economically feasible. Any remodeling will inevitably lead to compromises in space layout and the full space requirements may not be realized, however, an attempt should be made to make sure each component is satisfied in some fashion. On the other hand, there are advantages to remodeled space usually in the form of more desirable location, established character, economics and phasing. In comparing the capital investment costs of renovation for long term use versus the costs of new construction, renovation is certainly less expensive. Yet it is almost certain that the long term maintenance and operational costs would be considerably less with new construction.

6. Application of costs. Costs given are to provide a cost perspective of alternative selection. The cost represents a comprehensive approximation of the necessary capital investment. It is also given for the most desirable working conditions. To reduce cost, decisions must be made regarding cutbacks in space allocations, changing the approach to service delivery and/or organizational structure. A cost summary follows.

This planning document is intended to provide a development framework for Human Service agencies to meet their future facility needs. The allocations presented herein are to be used as a guide and are subject to change as agencies and analyze budgets and

SUMMARY

and decide to compromise between "ideal and "workable" solutions.

It was not within the scope of this analysis to establish priorities for development but to provide each represented agency the information to aid in acquiring appropriate work and public spaces.

Human Service agencies are known for their dedication to serve and tend to continue providing service without regard to facility condition. It is evident, however, that this attitude cannot continue without creating the eventual destruction of the facility through overuse. The staff also suffers with this approach as their ability to function most effectively deteriorates.

It is hoped that the information presented will prove valuable to it's users in planning for future development and for the continuation of providing quality service.

AGENCY NEEDS SUMMARY

AGENCY	Actual Area (S.F.)	1987				1992			
		Net (S.F.) Need		Gross (S.F.) Need		Net (S.F.) Need		Gross (S.F.)	
		w/o imp	w/ imp	w/o imp	w/ imp	w/o impact	w/o impact	w/o impact	Parking (S.F.)
Alcohol Receiving Center	900	2,067	2,386	2,584	2,983	2,386	2,983	3,850	3,850
Alcohol Traffic Safety	430	246	315	308	394	294	367	700	700
Halfway House	2,400	6,961	7,359	8,702	9,199	7,465	9,332	7,000	8,050
Project Hope	670	2,246	2,353	2,808	2,941	2,246	2,808	10,500	10,500
Attention Home: Existing Second	3,000	3,702 4,314	3,702 4,314	4,628 5,393	4,628 5,393	3,702 4,714	4,628 5,892	2,100 2,100	2,100 2,100
City-County Health Unit ¹	10,200	12,013	12,211	15,016	15,263	13,385	16,731	30,100	31,850
Comea Shelter	3,500	3,467	4,772	4,334	5,965	3,719	4,648	1,750	2,100
Grandma's Safehouse: Existing Second	2,400	4,017 -0-	4,017 3,680	5,021 -0-	5,021 4,600	4,017 3,952	5,021 4,941	3,500 3,500	4,200 3,500
Division of Public Assistance & Social Services	10,000	10,889	11,540	13,613	14,425	12,066	15,083	21,350	24,150

¹ Includes Environmental Health & Animal Control

AGENCY NEEDS SUMMARY

AGENCY	Actual Area (S.F.)	1987				1992			
		Net (S.F.)		Gross (S.F.)		Net (S.F.)		Gross (S.F.)	
		w/o imp	w/ imp	w/o imp	w/ imp	w/o imp	w/ imp	w/o impact	Parking (S.F.)
Emergency Medical Services Facility	1,100	4,470	4,470	5,587	5,587	4,470	5,587	5,587	7,700
		3,399	3,572	4,249	4,465	3,878	4,848	4,848	3,420
Wyoming Food Clearinghouse (Storage Only)									

COST SUMMARY

These costs are based upon the recommended alternative as identified in the Agency Analysis portion of this document. Costs do not include cost of land or architectural and engineering fees.

<u>ALCOHOL TRAFFIC SAFETY PROGRAM</u>		
Alternative 2: Collocate at a new building	\$	20,000
<u>PROJECT HOPE</u>		
Alternative 3: Collocate at a new building	\$	150,400
<u>ALCOHOL RECEIVING CENTER</u>		
Alternative 2: Collocate at a new building	\$	137,500
<u>CHEYENNE HALFWAY HOUSE</u>		
Alternative 1: Construct a new 9,300 S.F. building	\$	428,300
<u>CHEYENNE - LARAMIE COUNTY HEALTH UNIT</u>		
Alternative 1: Construct a new 13,200 S. F. building	\$	693,000
<u>ENVIRONMENTAL HEALTH AND ANIMAL CONTROL</u>		
Alternative 2: Construct a new 3,500 S. F. building	\$	186,700
<u>ATTENTION HOME</u>		
Alternative 1: Construction 5,400 S. F. House	\$	259,000
<u>DIVISION OF PUBLIC ASSISTANCE AND SOCIAL SERVICES</u>		
Alternative 2: 5,000 S. F. Addition	\$	306,450
<u>GRANDMA'S SAFEHOUSE</u>		
Alternative 3: 1,000 S. F. Addition	\$	55,100
<u>EMERGENCY MEDICAL SERVICES</u>		
Alternative 1: Lease 5,600 S. F. (yearly cost)	\$	44,800
<u>COMEA SHELTER</u>		
Alternative 3: Construct a new 4,600 S.F. building	\$	185,800
<u>WYOMING FOOD CLEARING HOUSE, INC.</u>		
Alternative 1: Purchase a 4,800 S. F. building	\$	125,300

SPACE STANDARDS

SPACE STANDARDS

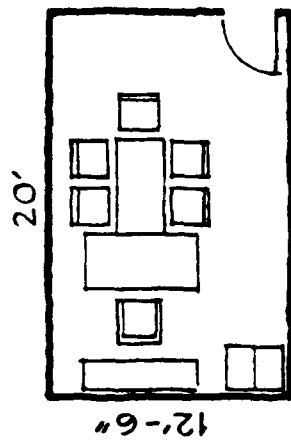
To allocate future space for equipment and workstations required by personnel or for residential furnishings, it is necessary to know the types and sizes of equipment and furnishings required and the amount of floor space occupied by each item or combination of items necessary for the effective performance of the employee's job function or for appropriate, functional living areas. Hazardous assortments of furniture and equipment complicates planning procedures. To simplify planning and to insure allocation of appropriate furniture and equipment for each use projected, uniform space and equipment standards have been developed by analyzing equipment and furniture currently in place and includes some area circulation. Additional circulation is provided by application of a circulation factor.

Diagrams illustrating possible room layouts are shown as suggestions and as an aid in understanding space allocation requirements. These layouts are shown for these purposes only and not to be interpreted as final design solutions.

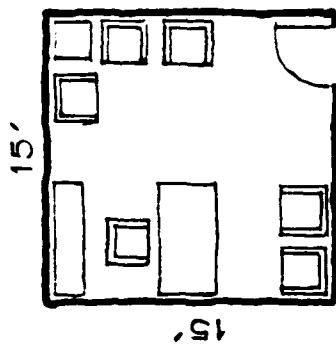
Using these space standards and applying them to personnel projections and service demand the total net space requirements

were developed for three time periods, 1987, 1990 and 1992. 1987 and 1990 are projected for both "normal" growth patterns and Peacekeeper missile deployment impact. The reference number on the worksheets refers to the space standard diagrams.

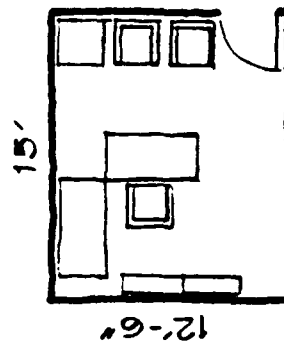
SPACE STANDARDS



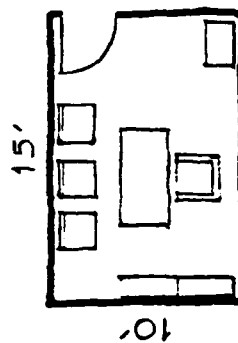
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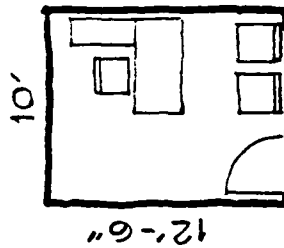
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③ OFFICE
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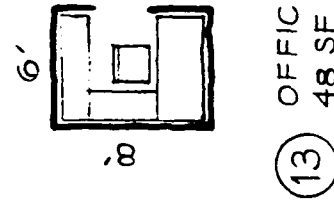
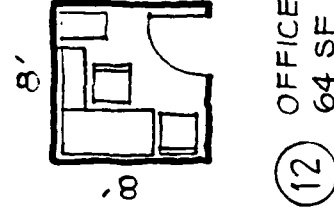
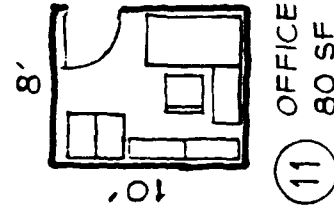
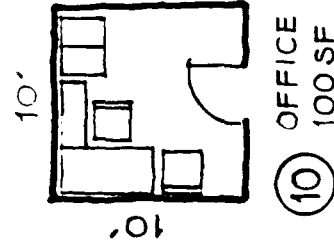
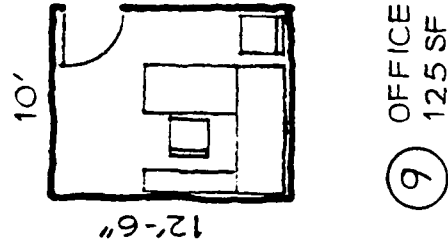
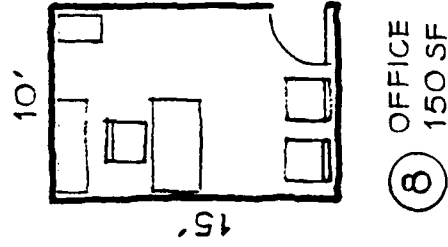
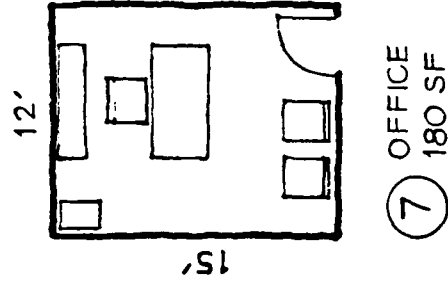
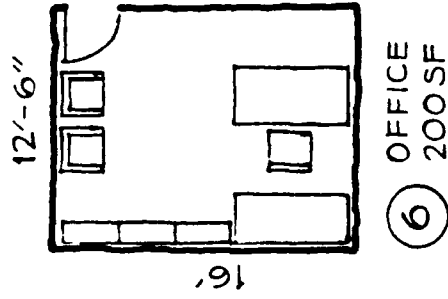


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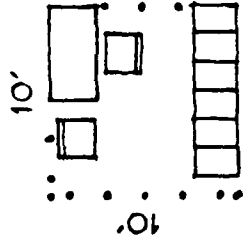


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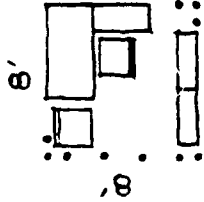
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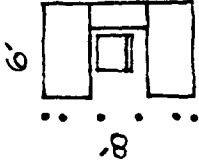
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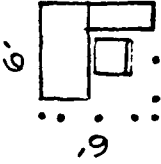
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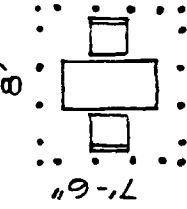
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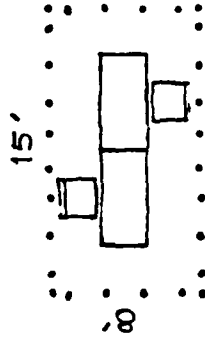
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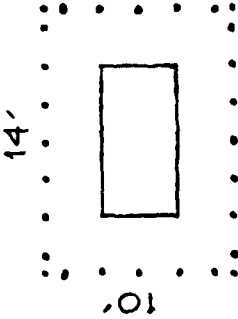
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36 SF



18 WORK
TABLE
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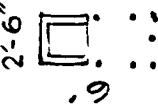
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TABLES
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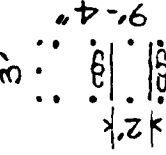
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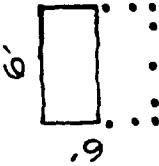
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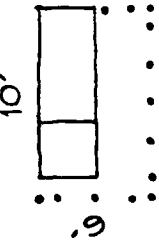
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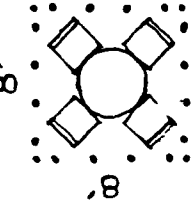
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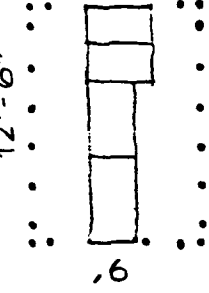
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36 SF



25 COPY MACH.
W/ COLLATOR
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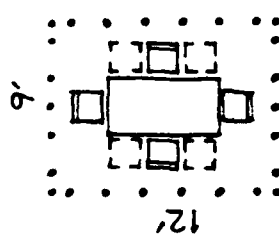


26 TABLE W/
4 CHAIRS
64 SF

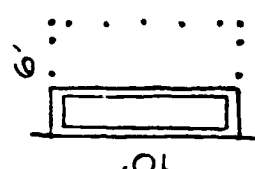


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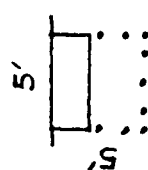
SPACE STANDARDS



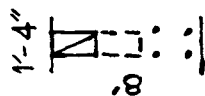
3' x 6'
TABLE
108 SF
(28)



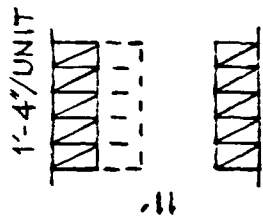
DARK RM.
SINK
60 SF
(29)



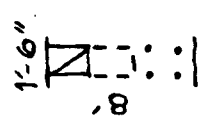
5'
COUNTER
25 SF
(30)



LETTER
FILE
10 SF
(31)



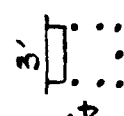
LETTER FILES
(DOUBLE BANK)
7 SF/UNIT
(32)



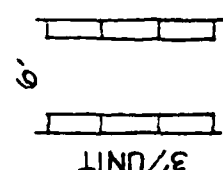
LEGAL
FILE
12 SF
(33)



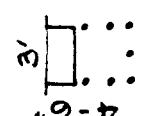
LEGAL FILES
(DOUBLE BANK)
9 SF/UNIT
(34)



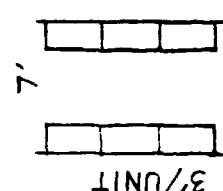
12" SHELF
STORAGE
12 SF
(35)



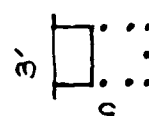
12" SHELF
(DOUBLE BANK)
9 SF/UNIT
(36)



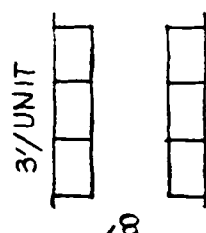
18" SHELF
STORAGE
13.5 SF
(37)



18" SHELF
(DOUBLE BANK)
10.5 SF/UNIT
(38)

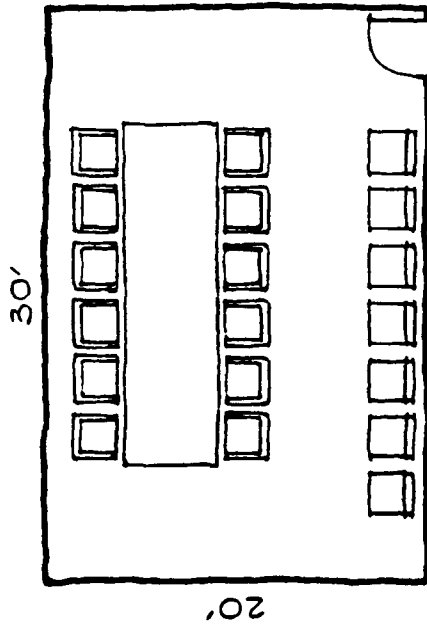


24" SHELF
STORAGE
15 SF
(39)



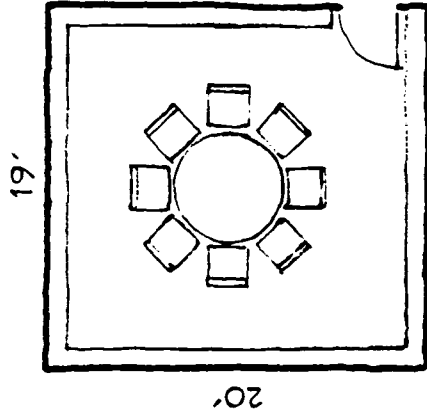
24" SHELF
(DOUBLE BANK)
12 SF/UNIT
(40)

SPACE STANDARDS



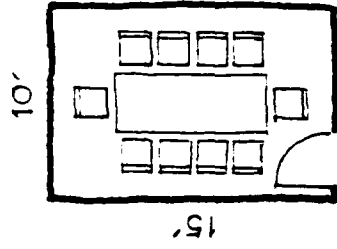
CONF. RM.
12 + STAFF
600 SF

41



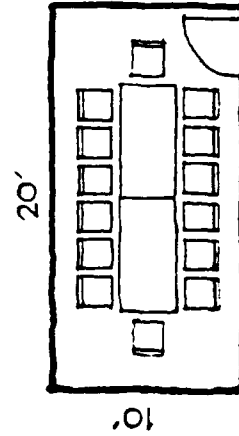
CONF. RM./
LIBRARY
380 SF

42



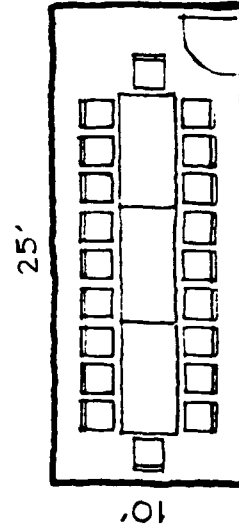
CONF. RM.
10
150 SF

43



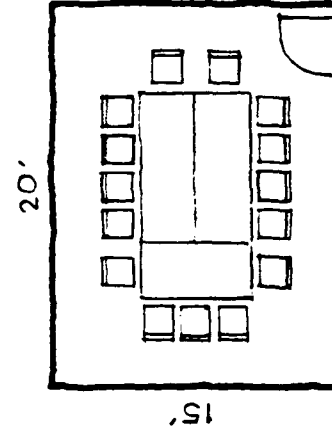
CONF. RM.
14
200 SF

44



CONF. RM.
20
250 SF

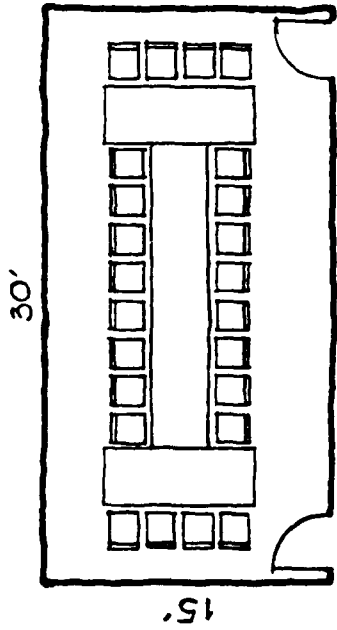
45



CONF. RM.
15
300 SF

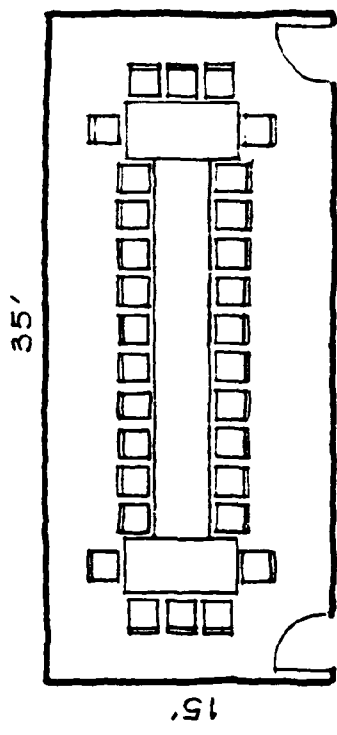
46

SPACE STANDARDS



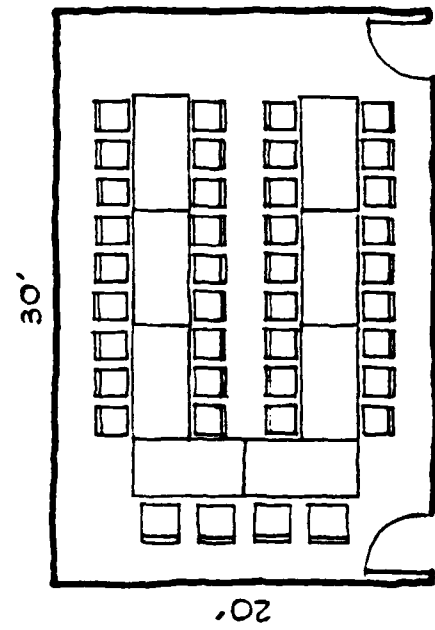
CONF. RM.
24
450 SF

(47)



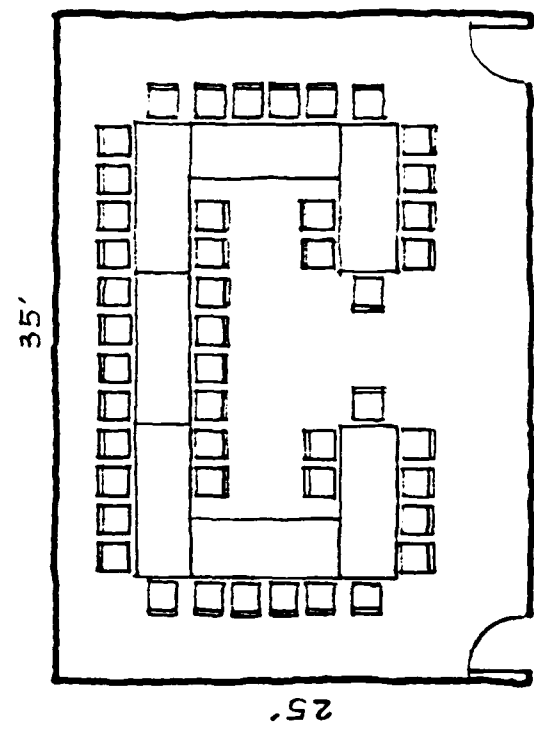
CONF. RM.
30
525 SF

(49)



CONF. RM.
40
600 SF

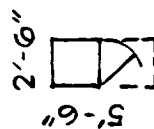
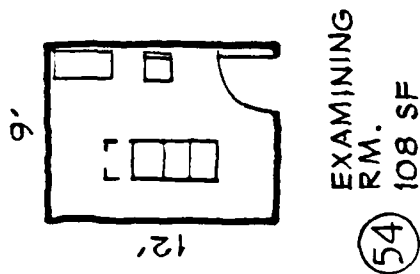
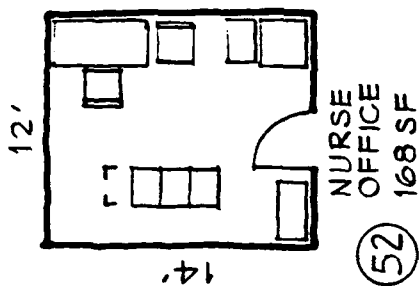
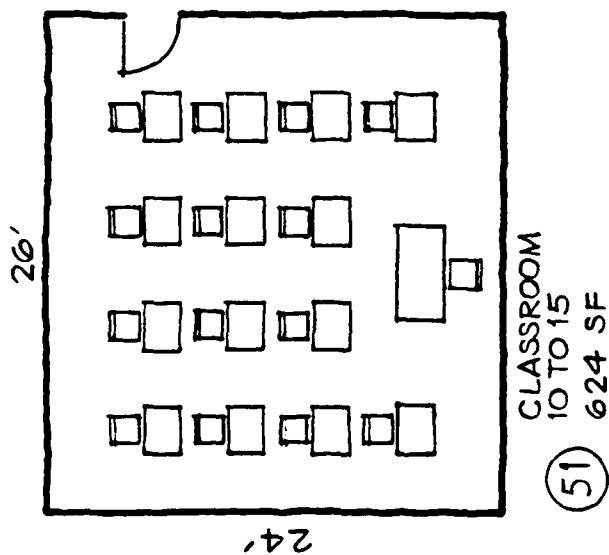
(48)



CONF. RM.
46
875 SF

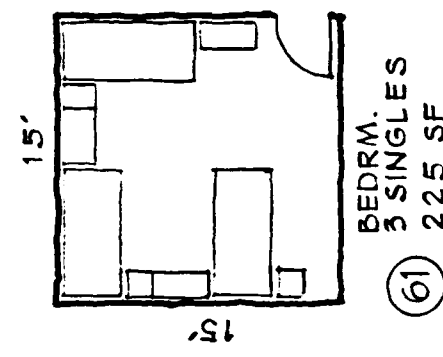
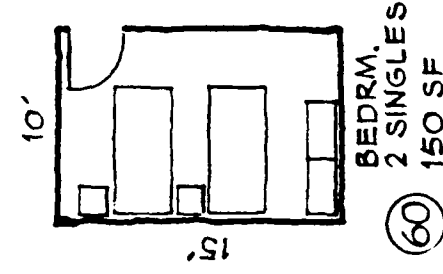
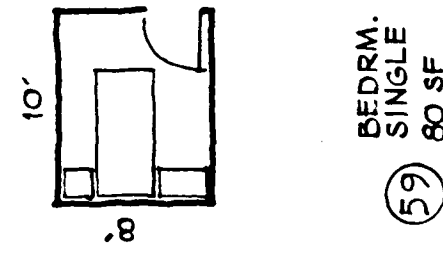
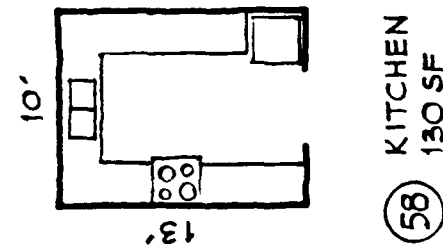
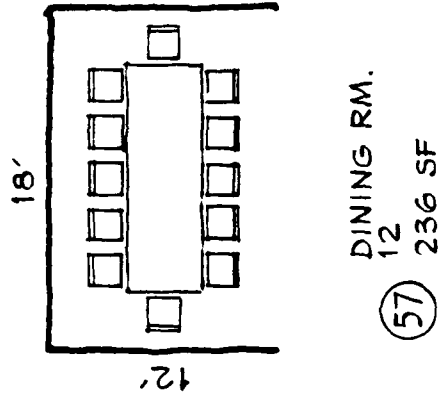
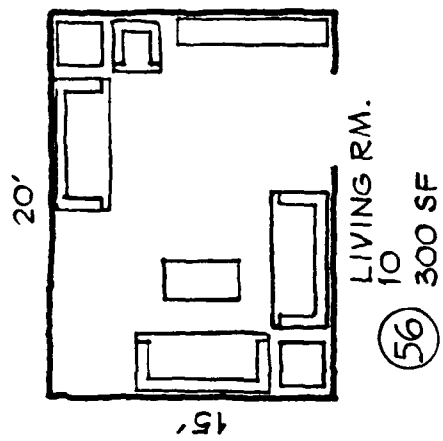
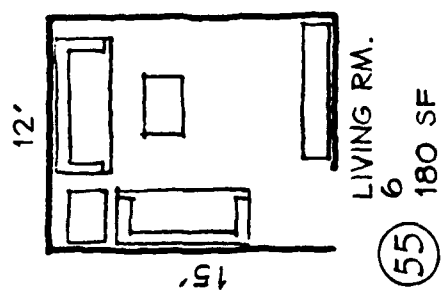
(50)

SPACE STANDARDS

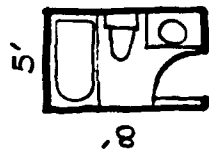


(53) REFRIGERATOR
14 SF

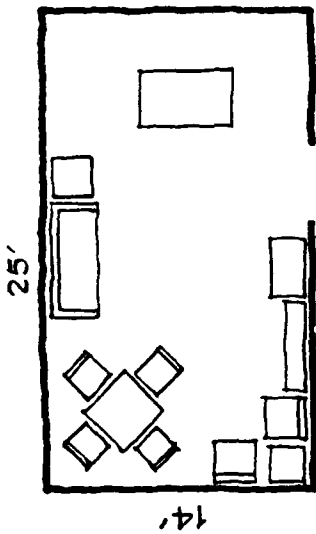
SPACE STANDARDS



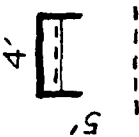
SPACE STANDARDS



BATH
1 PER 4 OCC.
(62) 40 SF



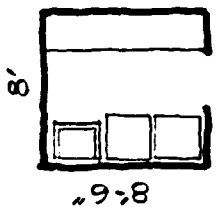
REC. RM.
(63) 350 SF



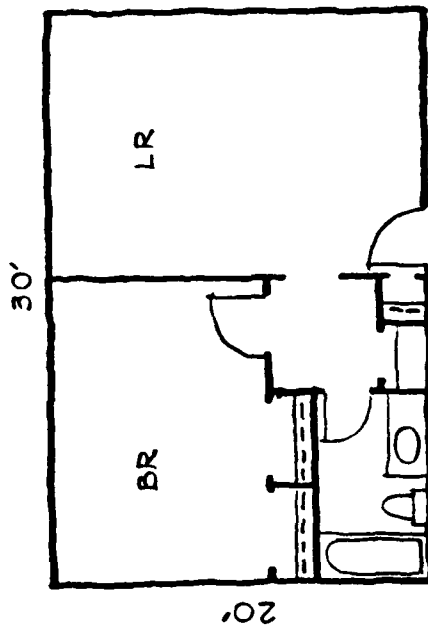
PERS. STOR.
1 EA. OCC.
(64) 20 SF



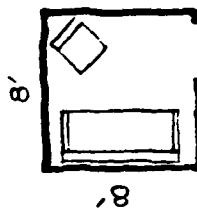
COATS
1 PER 5 OCC.
(65) 10 SF



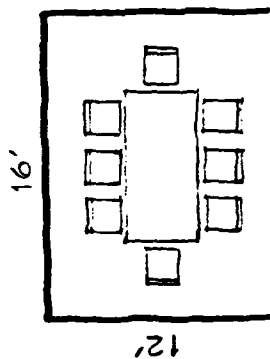
LAUNDRY
(66) 68 SF



HOUSE PARENTS
(67) 600 SF



TIME-OUT
(68) 64 SF



DINING
(69) 192 SF

AGENCY ANALYSIS AND PROJECTIONS

AGENCY ANALYSIS AND PROJECTIONS

The agency analysis consists of a description of individual function, funding sources, existing facility evaluation, potential for sharing resources, projection rationale, space requirements and projections, internal function relationship diagram, suggested alternatives to meet space needs, alternative evaluation and the recommendation.

A worksheet was used to tally the space needs and projections. The categories on the worksheets present the following:

- Space: type of space or staff position required
- Space Standard: reference no.: refers to space standard diagrams, pages 11-19.
square footage: area required to perform function or accommodate equipment, illustrated by space standard.
- 1984 Existing no.: number of units in place today
Adequate)
Inadequate)
Non-existent)
Expansion)
there is room for expansion
- 1987-1990 Projected no. without impact: projected number of units required based

upon projection rationale and available resources without regard to Peacekeeper impact.

Square footage: corresponding square footage required to meet need.
(projected no. x space standard square footage.)

Projected no. with impact:

projected number of units required based upon projection rationale and available resources due to impacts felt by the deployment of Peacekeeper missile system.

Square footage: corresponding square footage required to meet need.

- 1992 Same as above without regard to Peacekeeper impact as 1992 is viewed as the termination of the project and subsidence of any impacts.
- Parking: 350 square foot was used as a per unit requirement based upon area for the parking space plus back-up and circulation area. The number of spaces required was predicated upon number of employees and average number of visitors per hour.
- Subtotal: The sum of the space requirement square footage.
- Circulation Factor
An industry standard of 1.33 circulation factor was applied to produce a net area requirement. (leasable square footage.)

AGENCY ANALYSIS AND PROJECTIONS

- Total/Building factor:

Indicates the total required building size at 1.25 or 80% efficiency. Area includes space required for all building support functions, exterior wall thickness and general circulation.

ALCOHOL TRAFFIC
SAFETY PROGRAM

ALCOHOL TRAFFIC SAFETY PROGRAM

FUNCTION

Group counseling program for prevention, education and referrals of individuals convicted of driving while under the influence. The individual is evaluated and referred for treatment to a substance abuse program and/or placed in a four week educational program. Under the direction of the Southeast Wyoming Mental Health Center.

FUNDING

State and fees for services.

EXISTING FACILITY EVALUATION

Location: 1111 East Lincolnway.
Good location.

Ownership: Two year lease.

Environmental Suitability: They have occupied the present facility only two months. The spatial quality seems adequate for their type of services.

Physical Condition: Adjacent garage area creates a noisy situation at times and fumes may drift into the office area.

Codes/Zoning: There does not appear to be any major problems.

Handicapped Accessibility: Facility is accessible. Some parking spaces should be sized and marked accordingly.

POTENTIAL FOR SHARED RESOURCES

Clerical Staff: Yes

Word Processor/Computer: No

Copier: Yes

Conference Room:

5-10: No

10-15: Yes

20-30: Yes

Staff Lounge/Coffee: Yes

Location:

Central Business: Yes

Central Residential: Yes

South Business: No

West Business: No

Hours of Building Accessibility:

8-5: Yes

5-12: Yes

12-8: No

Weekends: No

PROJECTION RATIONALE

The January, 1984 Final Environmental Impact Statement was used as a data base for projections.

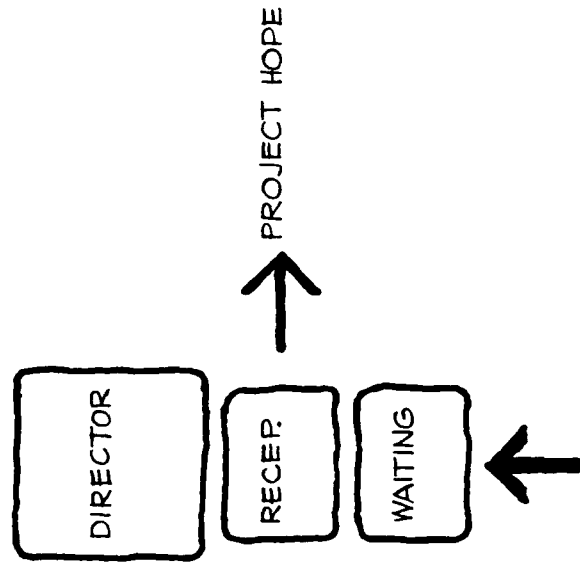
ALCOHOL TRAFFIC SAFETY PROGRAM

SPACE	SPACE STANDARD		1984				1987				1990				1992	
	REFERENCE NO.	SQUARE FOOTAGE	EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO.
Director	5	125	1	X				1	125	1	125	1	125	1	125	1
Receptionist (1)	11	80	1/2	X				1/2		1	40	1/2		1	40	1/2
Storage	35	12	1	X				1	12	1	12	1	12	1	12	1
File Cabinets (1)	33	12	3	X				4	48	5	60	6	72	7	84	7
Classroom	51	624	1	X				1		1		1		1		1
Conference Room (1)	44	225	1	X				1		1		1		1		1
Coffee Area (1)	21	30	0			X		1		1		1		1		1
Waiting (1)	22	15	6		X			12		12		12		12		12
PARKING (not included in total)		350						2	700	2	700	2	700	2	700	2
SUBTOTAL									185		237		209		261	
CIRCULATION FACTOR									246		315		278		347	
TOTAL /BLDG. FACTOR									308		394		347		434	
																367

Approx. 430

(1) Shared with Project Hope

ALCOHOL TRAFFIC SAFETY PROGRAM



ALCOHOL TRAFFIC SAFETY PROGRAM

IDENTIFIED NEED

Present facility basically satisfies their needs.

ALTERNATIVES

Note: Since Project Hope is also presently located with this agency, the alternatives mentioned here may affect their operations.

1. Stay at the present location since there are no space shortages. This is also dependent on Project Hope staying at this site.
2. Collocate at another site with the other three alcohol programs and share staff, spaces and equipment.

ALTERNATIVE EVALUATION

	Space Req'ts met	Comparative short range costs	Comparative Long Range Costs	Functional improvements
Alternative 1	+	+	-	+
Alternative 2	+	+	-	+

ALTERNATIVE RECOMMENDATION & COMMENTS

If Project Hope continues to stay at the same location with this agency, then Alternative 1 is viable since they share staff and spaces. The problem would be if Project Hope converts the conference room into office uses, whereby this agency would also need to find a room at another location. The best alternative would

be Alternative 2, where they have the potential of reducing operating costs even more with additional shared resources.

It should be noted that a separate report, Collocation Analysis of Selected Human Service Agencies, discusses in depth the possible collocation of the four alcohol programs.

ESTIMATED COST OF RECOMMENDED ALTERNATIVE

Based upon an average square foot cost for building type: \$20,000.00

PROJECT HOPE

FUNCTION

Alcohol counseling program for youth, alcoholics and families of alcoholics and family intervention for alcoholism. Operates the following programs on an outpatient basis: Children of Alcoholic Parents, Women's Living Problems Group, Gay Alcoholics Anonymous Group, Young Peoples Group, Alcohol Intervention Program, Mixed Living Problems Group. Provides public education on alcoholism, information, literature referrals and individual, family and group counseling. Provides meeting room for Alcoholics Anonymous on a rental basis. Under the direction of the Southeast Wyoming Mental Health Center.

FUNDING

State and fees for services.

EXISTING FACILITY EVALUATION

Location: 1111 East Lincolnway
Good location. Prefer to have all four alcohol programs in same facility.

Ownership: Two year lease.

Environmental Suitability: They have occupied the present facility only two months. The spatial quality seems adequate for their type of service.

Physical Condition: Adjacent garage area creates a noisy situation at times and fumes may drift into the office area. Client caseload is at capacity due to the current level of staffing. Ideal situation is to see a new client every day for the first two weeks, however, the present situation is that clients must wait a week for their

first appointment and then they are seen once every week or two. There is not any time left for the staff's prevention activities. There are numerous evening meetings and the staff is on call for emergencies. The space is adequate for the present staff level; however, this level is not adequate. An additional alcohol specialist has been requested and if this position is filled, additional office space should be leased. The part-time counselor's desk is located in the conference room which could cause some scheduling conflicts. They need the following spaces: storage for coffee, cups and handouts, kitchenette, equipment room and a place for children's art classes.

Codes/Zoning: There does not appear to be any major problems.

Handicapped Accessibility: Facility is accessible. Some parking spaces should be sized and marked accordingly.

PROJECT HOPE



PROJECT HOPE

POTENTIAL FOR SHARED RESOURCES

Clerical Staff: Yes

Word Processor/Computer: No

Copier: Yes

Conference Room:

5-10: Yes

10-15: No

20-30 Yes

Staff Lounge/Coffee: Yes

Central Business: Yes

Central Residential: Yes

South: No

West: No

Hours of Building Accessibility:

8-5: Yes

5-12: Yes, staff is on call and conduct evening meetings

12-8: Yes, staff is on call.

Weekends: Yes staff is on call.

Note: Would like to share microfilming of records and dead storage space.

PROJECTION RATIONALE

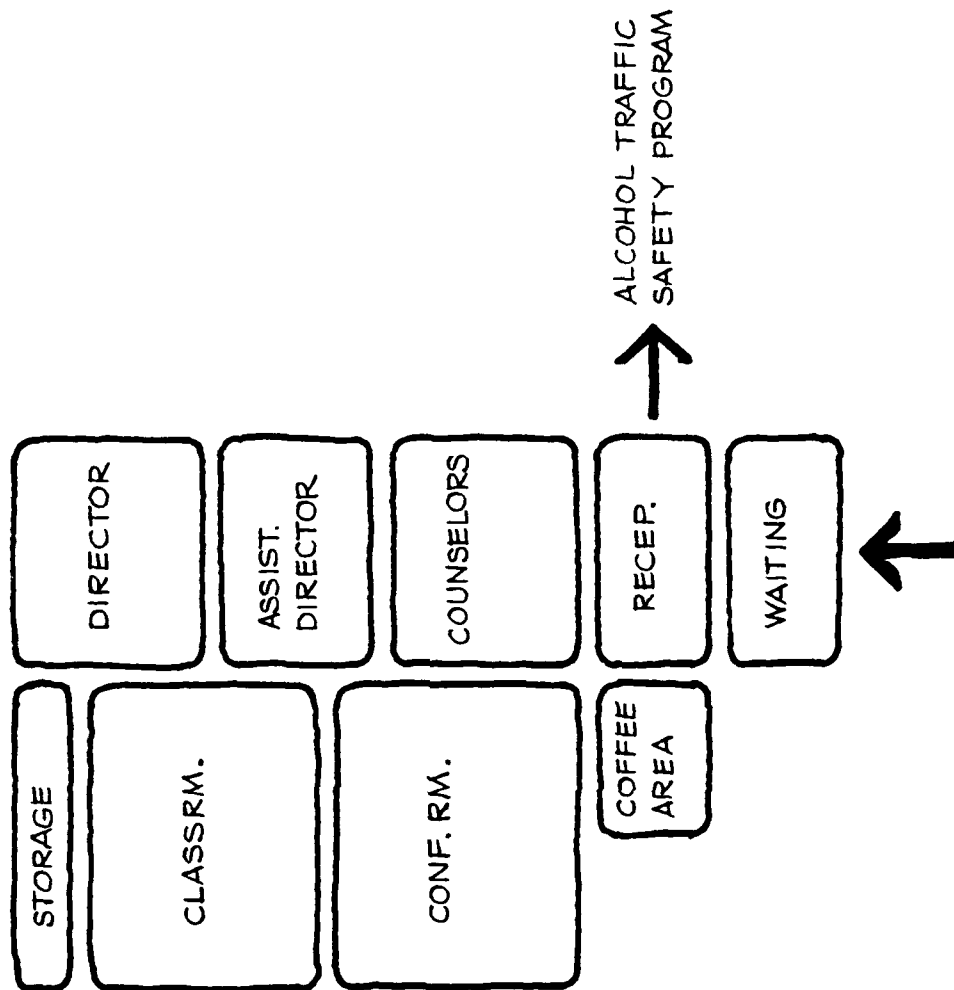
The January 1984 Final Environmental Impact Statement was used as a data base for projections. However, this data base was modified by increasing the present part-time counselor to two full time positions. This was done to compensate for the overloaded client caseload and allow more frequent counseling sessions with each client.

PROJECT HOPE

SPACE	SPACE STANDARD		1984				1987				1990				1992	
	REFERENCE NO.	SQUARE FOOTAGE	EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO.
Director	5	125	1	X				1	125	1	125	1	125	1	125	1
Assistant Director	5	125	1	X				1	125	1	125	1	125	1	125	1
Receptionist	11	80	1	X				1	80	1	80	1	80	1	80	1
Counselor	4	80	1		X			2	160	3	240	2	160	2	160	2
Storage	38	14	0			X		4	56	4	56	4	56	4	56	4
File Cabinets	33	12	5		X			7	84	7	84	7	84	7	84	7
Classroom	51	624	1	X				1	624	1	624	1	624	1	624	1
Conference Room	44	225	1	X				1	225	1	225	1	225	1	225	1
Coffee Area	21	30	0			X		1	30	1	30	1	30	1	30	1
Waiting	22	15	6		X			12	180	12	180	12	180	12	180	12
PARKING (not included in total)		350						30	10,500	30	10,500	30	10,500	300	10,500	30
SUBTOTAL									1,689		1,769		1,689		1,689	
CIRCULATION FACTOR									2,246		2,353		2,246		2,246	
TOTAL /BLDG. FACTOR									2,808		2,941		2,808		2,808	

Approx. 670

PROJECT HOPE



PROJECT HOPE

IDENTIFIED NEED

Staff is at capacity with the caseload and often are not able to see clients as often as they would prefer. It is necessary to increase the number of counselors, but present facilities create some difficulties. Additional support spaces are needed.

ALTERNATIVES

Note: Since the Alcohol Traffic Safety Program is also presently located with this agency, the alternatives mentioned here may affect their operations.

1. Stay at the present location. Divide the present conference room, which presently doubles as a part-time counselor's office, into two separate offices for counselors. It will be necessary to obtain conference space at another location.
2. Lease larger spaces, either at this location (possibly taking over the adjacent garage area, which would eliminate the noise and fume problem) or another.
3. Collocate at another site with the other three alcohol programs and share staff, spaces and equipment.

ALTERNATIVE EVALUATION

	Space Req'ts met	Comparative Range	Short Costs	Comparative Range	Long Costs	Functional Imp.
Alternative 1	-	+		-		-
Alternative 2	+	+		-		+
Alternative 3	+	+		-		+

ALTERNATIVE RECOMMENDATION & COMMENTS

Alternative 1 maintains present acceptable location, but creates a problem with the conference room. Storage and the coffee area continue to be non-existent. The children's art class could possibly be set up on portable drawing boards in one corner of the classroom or in the reception area. The Peacekeeper deployment will further impact the counselor office space situation. Alternative 2 provides the needed areas, but at the expense of the long term benefits. The recommendation is Alternative 3, which should satisfy all the needs of the agency and help reduce costs due to the shared resources.

It should be noted that a separate report, Collocation Analysis of Selected Human Service Agencies, discusses in depth the possible collocation of the four alcohol programs

ESTIMATED COST OF RECOMMENDED ALTERNATIVE

Based upon an average square foot cost for building type: \$150,400.00

ALCOHOL RECEIVING
CENTER



ALCOHOL RECEIVING CENTER

FUNCTION

Provides detoxification from alcohol through a 24 hour per day nonmedical facility. Provides care, room and board for up to 5 days, counseling, screening for medical detoxification, referral and follow-up care, including a structured anti-abuse program. Under the direction of the Southeast Wyoming Mental Health Center.

FUNDING

City, County and State.

EXISTING FACILITY EVALUATION

Location: 1623 East Lincolnway. Good location, majority of clientele walks from downtown area. Prefer to have all four alcohol programs in same facility.

Ownership: Rent.

Environmental Suitability: Number of detox rooms/bedrooms with bath are not adequate. Need day room, medical examining room and storage for clients belongings. Facility is an old former motel that has received make-do improvements resulting in a questionable atmosphere for their activities. A bathroom is used for storage and sometimes for consultations.

Physical Condition: Poor acoustical, electrical, heating, cooling, plumbing, ventilation, lighting and fire detection systems. Approximately two times per week, the facility is at capacity resulting in people being turned away. Present lot does not provide room for expansion. The considerable walk-in traffic for the anti-abuse program causes conflicts with the detox rooms. Nurse and doctor are on call, but do not have space for examining clients.

Codes/Zoning: Facility does not meet local building code requirements. If the structure was remodeled, considerable work would be involved in meeting these requirements.

Handicapped Accessibility: Facility is not accessible, but should be.

POTENTIAL FOR SHARED RESOURCES

Clerical staff: Yes

Word processor/computer: No

Copier: Yes

Conference Room:

5-10: Yes

10-15: Yes

20-30: No

Staff Lounge/coffee: Yes, many clients drop by for coffee.

Note: Presently the clients receive food prepared by the Halfway House staff.

ALCOHOL RECEIVING CENTER

Location:

Central Business: Yes
Central Residential: Yes
South Business: No
West Business: No

Hours of Accessibility:

8-5: Yes
5-12: Yes
12-8: Yes
Weekends: Yes

PROJECTION RATIONALE

The January, 1984 Final Environmental Planning Technical Report (E.P.T.R.) was used as a basis for projection percentage increases; however, the data base was modified since current staff and client levels are ahead of E.P.T.R. projections. There is a significant difference in the number of clients served in past years between the E.P.T.R. data and the agency data. A detrimental factor for the past growth figures is the fact that the detox rooms are at capacity several times per month resulting in clients being turned away. The projections are based on maintaining the present two days stay for the detox rooms.

ALCOHOL RECEIVING CENTER

SPACE	SPACE STANDARD		1984				1987				1990				1992	
	REFERENCE NO.	SQUARE FOOTAGE	EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO.
Director (1)			1/2	X				1/2			1/2				1/2	
Assistant Director (1)			1/2	X				1/2			1/2				1/2	
Secretary (1)			1/2	X				1/2			1/2				1/2	
Counselor (2)	11	80	1	X				1	80	1	80	1	80	1	80	1
Counselor/Reception (2)	11	80	1	X				1	80	1	80	1	80	1	80	1
Nurse	52	168	1/2			X		1	168	1	168	1	168	1	168	1
Detox Rooms	60	150	2		X			4	600	5	750	5	750	5	750	5
Bathrooms	62	40	2		X			4	160	5	200	5	200	5	200	5
Personal Storage	64	40	2		X			4	80	5	100	5	100	5	100	5
Secured Client Storage	65	10	1		X			2	20	2	20	2	20	2	20	2
Storage (not included in total)	65	10				X		1	10	1	10	1	10	1	10	1
PARKING																
SUBTOTAL																
CIRCULATION FACTOR																
TOTAL /BLDG. FACTOR																

(1) Shared with Halfway House

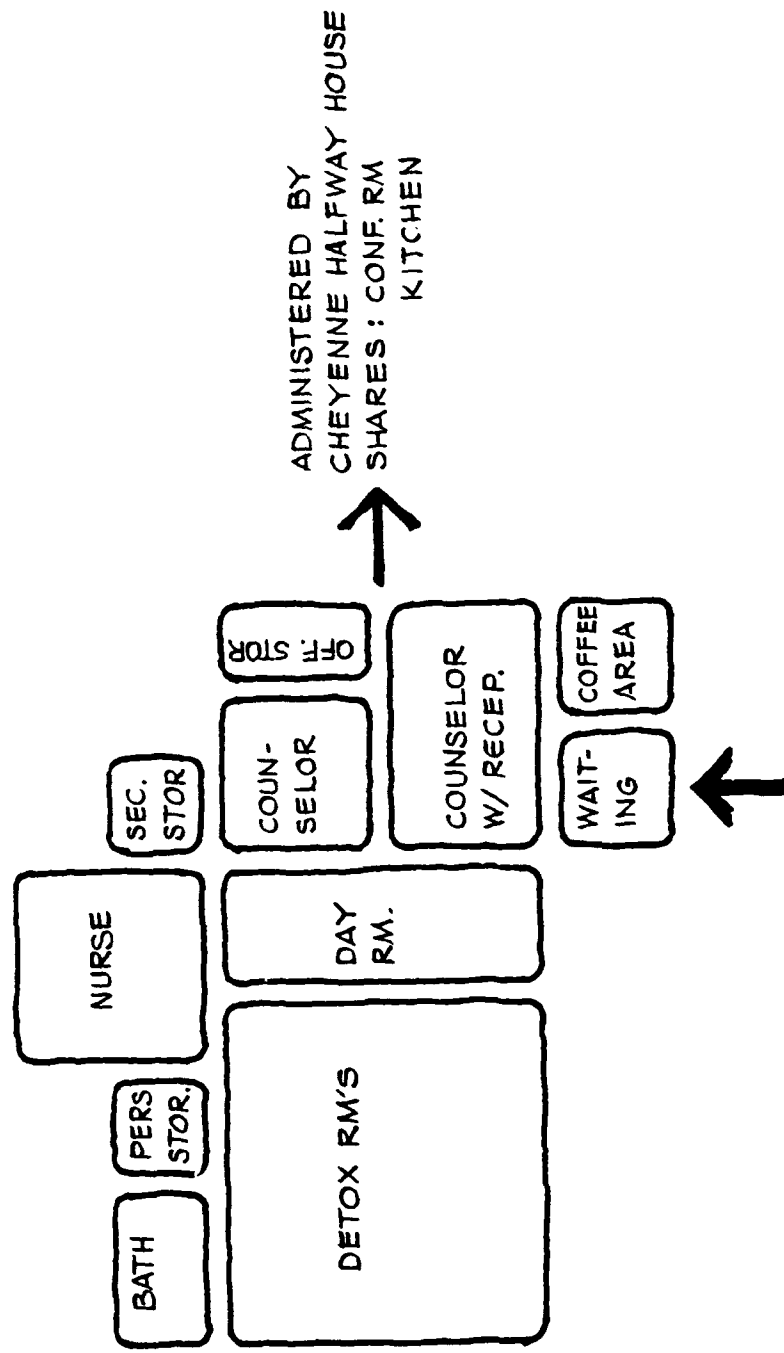
(2) The three daily shifts share work stations

ALCOHOL RECEIVING CENTER

SPACE	SPACE STANDARD		1984				1987				1990				1992	
	REFERENCE NO.	SQUARE FOOTAGE	EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO.
Day Room	55	180				X		1	180	1	180	1	180	1	180	1
Coffee Area	21	30	1	X				1	30	1	30	1	30	1	30	1
Refrigerator	53	14						1	14	1	14	1	14	1	14	1
Waiting	22	15	6	X				8	120	10	150	10	130	10	150	10
Brochure Rack	35	12	1	X				1	12	1	12	1	12	1	12	1
PARKING (not included in total)		350						11	3,850	11	3,850	11	3,850	11	3,850	11
SUBTOTAL									1,554		1,794		1,794		1,794	
CIRCULATION FACTOR									2,067		2,386		2,386		2,386	
TOTAL /BLDG. FACTOR									2,584		2,983		2,983		2,983	

Approx. 900

ALCOHOL RECEIVING CENTER



ALCOHOL RECEIVING CENTER

IDENTIFIED NEED

The building is presently short of detox rooms and associated spaces. The existing facility is at capacity at the present time.

ALTERNATIVES

Note: Since the Cheyenne Halfway House is also presently located with this agency, the alternatives mentioned here may affect their operations.

1. Lease space of approximately 3,000 square feet with adequate parking.
2. Make provisions for collocating with the other three alcohol programs, possibly in the property on the south half of the block at their present location. This apartment building could possibly be remodeled for the office requirements as well as the detox rooms.
3. An alternative that has been offered involves the inclusion of this agency in the proposed criminal justice center. Arrangements would be necessary to obtain meals for the detox units and to provide staff facilities.

ALTERNATIVE EVALUATION

	Space Req'ts met	Compara- tive Short Range Costs	Compara- tive Long Range Costs	Functional Improve- ments
Alternative 1	+	+	-	+
Alternative 2	+	-	+	+
Alternative 3	+	-	+	-

ALTERNATIVE RECOMMENDATION & COMMENTS

Alternative 1 has the potential of providing adequate space, but the location could create problems since they presently share staff and some facilities with the Cheyenne Halfway House. Alternative 2 will have large front-end costs, but allows sharing of staff and accessory spaces. Alternative 3 could have funding problems and probably would not allow resource sharing with the other alcohol programs. Therefore, based on long range benefits, the recommendation would be Alternative 2. It is also recommended that the Center continue to house two clients per detox room which will facilitate staff observation.

It should be noted that a separate report, Collocation Analysis of Selected Human Service Agencies, discusses in depth the possible collocation of the four alcohol programs.

ESTIMATED COST OF RECOMMENDED ALTERNATIVE

Based upon an average square foot cost for building type: \$137,500.00

CHEYENNE
HALFWAY HOUSE

CHEYENNE HALFWAY HOUSE

FUNCTION

Twenty-four hour residential treatment center for alcohol problems and alcoholism. Services include counseling, Alcoholics Anonymous, food, shelter, transportation, referral to other agencies and similar supportive services. Under the direction of the Southeast Wyoming Mental Health Center.

FUNDING

State. Also has contract for treating clients from Veterans Administration Center and Federal Bureau of Prisons.

EXISTING FACILITY EVALUATION

Location: 1623 East Lincolnway. Good location due to proximity to downtown, hospital and police department. Prefer to have all four alcohol programs in same facility.

Ownership: Own.

Environmental Suitability: Front office area is used by four employees and for a waiting area, therefore, privacy is not afforded. Refrigerators and freezers are chained up in the dining room to obtain security. Facility is an old, former motel that has received make-do improvements resulting in a questionable atmosphere for their activities. This is evidenced by

the numerous gas, water and electrical conduits running across walls and ceilings.

Physical Condition: Poor electrical, heating, cooling, plumbing, ventilation, lighting and fire detection systems. Roof leaks. Kitchen is extremely hot in summer and has inadequate ventilation. Dishwasher is located in middle of kitchen, although plans are being made to build it in. Unfortunately, this will eliminate some needed counter storage space. Plumbing system has been repaired many times, but still leaks. Water runs through a window when shower is used in one of the residential units. Each motel room is heated by individual furnaces which is very inefficient. A few floor joists show evidence of a fire. Approximately 100 clients are turned away each year due to the lack of facilities. Residents are primarily male, but problems arise when a female arrives since there are two occupants per unit. There are conflicts since the resident's TV room must be used as a meeting room and it is not large enough for many of their groups. There is a meeting room but it cannot be used since it does not have a second exit. This has resulted in a large portion of the building (basement) being unusable. They need room for one-to-one counseling, they presently use the director's office. Two counselors use the reception room for an office as well as for counseling. Need a recreation and workshop/crafts space and a storage area for bulk food items. Activities are housed in two separate buildings with exterior basement entrances causing inconvenience during inclement weather. Present lot provides little room for expansion, at the expense of parking space.

CHEYENNE HALFWAY HOUSE

Codes/Zoning: Facility does not meet local building code requirements. If the structures were remodeled, considerable work would be involved in meeting these requirements.

Handicapped Accessibility: Facility is not accessible but should be. At least one of the residential units should be remodeled for handicapped use.

POTENTIAL FOR SHARED RESOURCES

Clerical Staff: Yes

Word Processor/computer: Yes

Copier: Yes

Conference Room:

5-10: No

10-15: Yes

20-30: Yes

Staff Lounge/coffee: Yes, many clients drop by for coffee.

Location:

Central Business: No.

Central Residential: Yes

South Business: No

West Business: No

Hours of Accessibility:

8-5: Yes

5-12: Yes, staff is on call.

12-8: Yes, staff is on call.

Weekends: Yes

PROJECTION RATIONALE

The January, 1984, Final Environmental Planning Technical Report (E.P.T.R.) was used as a basis for projection percentage increases; however, the data base was modified since current client levels are different than E.P.T.R. projections. There is a significant difference in the number of clients counseled on an out-patient basis between the E.P.T.R. data and the agency data. A detrimental factor for the past growth figures is the fact that many times the residential living units are at capacity and presently approximately 100 in-patient clients are turned away during the year. The projections are based on maintaining the present 30 day stay in the residential units, although compensation was made for the clients from the Veteran's Administration (45 days) and the Federal Bureau of Prisons (120 days).

CHEYENNE HALFWAY HOUSE

SPACE	SPACE STANDARD		1984				1987				1990				1992	
	REFERENCE NO.	SQUARE FOOTAGE	EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO.
Director	4	150	1	X				1	150	1	150	1	150	1	150	1
Assistant Director	5	125	1	X				1	125	1	125	1	125	1	125	1
Secretary	12	64	1	X				1	64	1	64	1	64	1	64	1
Counselor	11	80	1/2		X			2	160	2	160	2	160	2	160	2
Resident Manager (1)	---	---	1	X												
Cook (2)	---	---	1	X												
Relief Cook (2)	---	---	1	X												
Residential Units	60	150	6		X			10	1,500	11	1,650	10	1,500	11	1,650	11
Bathrooms	62	40	6		X			10	400	11	440	10	400	11	440	11
Personal Storage	64	20	6		X			20	400	22	440	20	400	22	440	22
Kitchen	58	300	1	X				1	300	1	300	1	300	1	300	1
PARKING (not included in total)																
SUBTOTAL																
CIRCULATION FACTOR																
TOTAL /BLDG. FACTOR																

(1) Work station is located in one of residential units.

CHEYENNE HALFWAY HOUSE

SPACE	SPACE STANDARD		1984				1987				1990				1992	
	REFERENCE NO.	SQUARE FOOTAGE	EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO.	SQUARE FOOTAGE	PROJECTED NO.	SQUARE FOOTAGE	PROJECTED NO.	SQUARE FOOTAGE	PROJECTED NO.	PROJECTED NO.	SQUARE FOOTAGE
Dining Room	---	15	16	X				1	150	1	150	1	150	1	1	150
TV Room	63	350	1	X				1	350	1	350	1	350	1	1	350
Laundry Room	66	68	1	X				1	68	1	68	1	68	1	1	68
Examining Room (1)		---	0			X										
Waiting	22	15	3		X			5	75	6	90	5	75	6	6	90
Coffee Area	21	30	1	X				1	30	1	30	1	30	1	1	30
Refrigerator	53	14	1	X				1	14	1	14	1	14	1	1	14
Conference Room	48	600	0			X		1	600	1	600	1	600	1	1	600
Recreation, Workshop/crafts	63	350	0			X		1	350	1	350	1	350	1	1	350
Bulk Storage	40	12	12		X			20	240	22	264	20	240	22	22	264
PARKING (not included in total)																
SUBTOTAL																
CIRCULATION FACTOR																
TOTAL /BLDG. FACTOR																

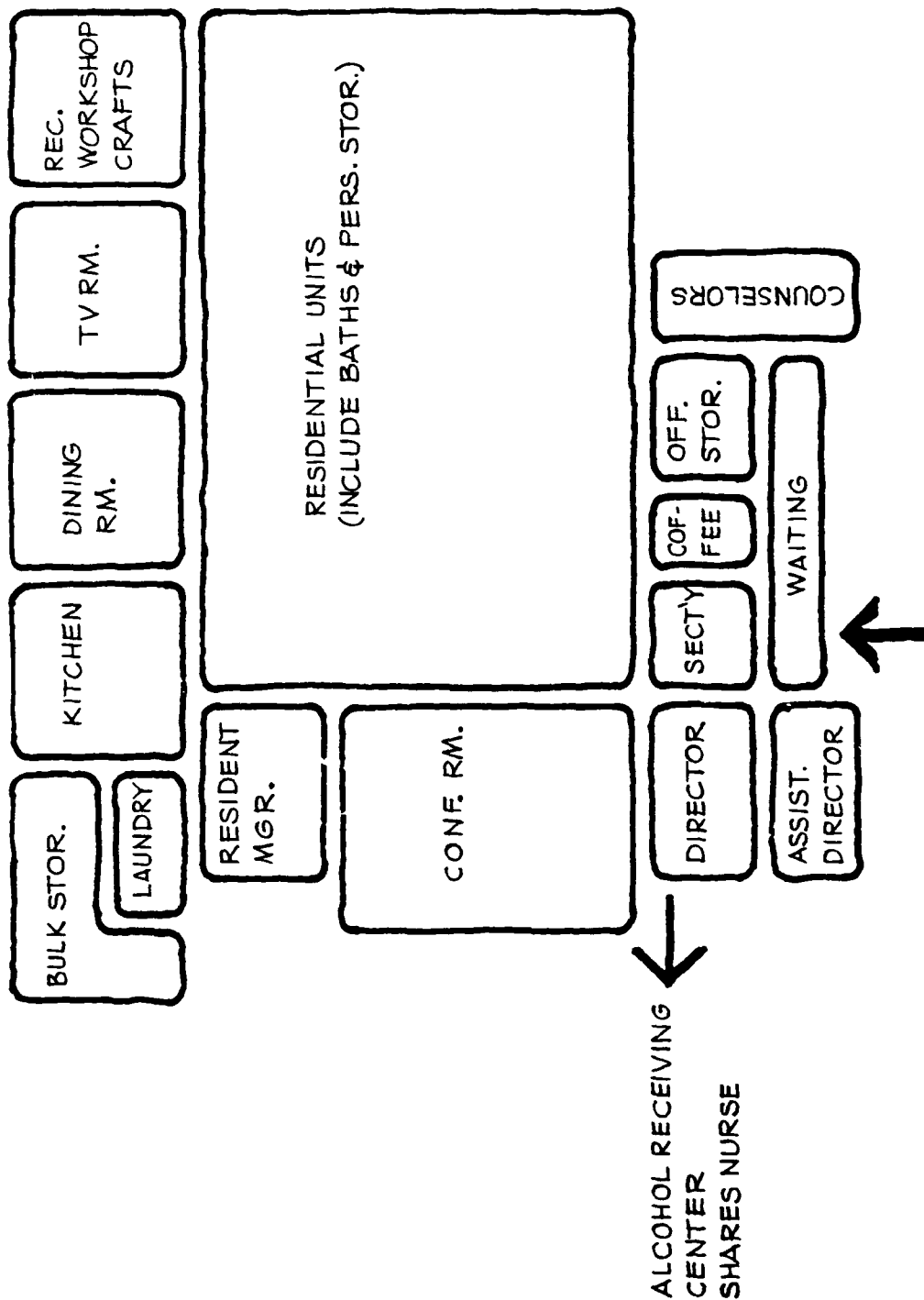
(1) Share medical examining room with Alcohol Receiving Center

CHEYENNE HALFWAY HOUSE

SPACE	SPACE STANDARD		1984					1987				1990				1992	
	REFERENCE NO.	SQUARE FOOTAGE	EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO.	SQUARE FOOTAGE
Office Storage																	
File Cabinets	33	12	5	X				6	72	6	72	6	72	6	72	6	72
Bookcase/Cabinets	35	12	3	X				3	36	3	36	3	36	3	36	3	36
PARKING (not Included in total)		350						20	7,000	22	7,700	20	7,000	22	7,700	23	8,050
SUBTOTAL									5,234		5,533		5,234		5,533		5,613
CIRCULATION FACTOR									6,961		7,359		6,961		7,359		7,465
TOTAL /BLDG. FACTOR									8,702		9,199		8,702		9,199		9,332

Approx. 2,400

CHEYENNE HALFWAY HOUSE



CHEYENNE HALFWAY HOUSE

IDENTIFIED NEED

The existing buildings are overcrowded for the staff and at capacity for the clients. The condition and quality of the spaces, building systems and equipment is deficient. Often there are conflicts with the room uses and activities.

ALTERNATIVES

Note: Since the Alcohol Receiving Center is also presently located with this agency, the alternatives mentioned here may affect their operations.

1. Sell the existing facility and use the proceeds to lease/purchase/construct space of approximately 9,300 square feet with adequate parking. A possible location would be the property on the south half of the block presently occupied by the Halfway House. This is a 19-unit apartment building on one level which could possibly be remodeled for the office functions and the residential units. Any excess apartments could be rented to provide income until such time the program needs the space.

2. Make provisions for relocating the Alcohol Receiving Center from their portion of the present site. Remodel this area, the two basements, and the space presently occupied by the agency to conform to the building codes and to provide a pleasant atmosphere. This will still leave them short of residential units, additional dining area, recreational spaces for the clients and storage. The conference room and TV room would be dual use

space as is presently done. An area would have to be found off-site for bulk storage.

3. Expand the facilities by constructing between the two buildings, thereby eliminating two existing parking spaces. Office space should be provided for the staff, more residential units and a conference room. The existing two buildings, including basements, must be remodeled to meet the code requirements and improve the aesthetics. To expand this further, the Alcohol Receiving Center could be relocated and the vacated space used for additional residential units for the Halfway House.

ALTERNATIVE EVALUATION

	Space Req'ts met	Comparative Range Costs	Comparative Long range costs	Functional Improvement
Alternative 1	+	-	+	+
Alternative 2	-	-	+/-	+/-
Alternative 3	-	-	+	+/-

ALTERNATIVE RECOMMENDATION & COMMENTS

Alternative 1 seems the most appropriate, even though the front-end costs could be extensive. The use of the property to the south would allow the agency to remain in their present vicinity which they have found to be acceptable and further justification would include locating the other three alcohol programs in the complex to share staff and facilities. Alternatives 2 and 3 are attempts at making do with the existing structures, but remodeling costs are going to be expensive and the

CHEYENNE HALFWAY HOUSE

agency may still be short of client support spaces. The other problem is the relocation of the Alcohol Receiving Center who shares staff and facilities with this program.

It should be noted that a separate report, Collocation Analysis of Selected Human Service Agencies, discusses in depth the possible collocation of the four alcohol programs.

ESTIMATED COST OF RECOMMENDED ALTERNATIVE

Based upon an average square
foot cost for building type: \$428,300.00

CHEYENNE: LARAMIE
COUNTY HEALTH UNIT

CHEYENNE- LARAMIE COUNTY HEALTH UNIT

FUNCTION

Services provided include general nursing services for public health programs, family planning, prenatal, child health care, home nursing service and women, infants and children supplemental food program.

FUNDING

City, county, state, federal and fees for services.

EXISTING FACILITY EVALUATION

Location: 315 West 20th Street. Want to be closer to Memorial Hospital and in same building as their division of Environmental Health and Animal Control. Location should provide safe and easy access for parents with children.

Ownership: County owned.

Environmental Suitability: Facility is completely overcrowded with three or four employees occupying an office designed for one, creating adverse working conditions. They are resorting to promoting mental health in the staff to prevent burn out and to maintain staff continuity. Some cosmetic improvements have been made to try to remedy the spacial quality.

Physical Condition: Exits are not adequate. No matter where you go in the building, you must use the stairs. The overcrowded facility is a detriment to both the clients and the staff. Decreased funding has

resulted in decreased staff/facilities, but they are still trying to maintain quality services. Additional service demands, with and without Peacekeeper, will continue to degrade services. Following spaces are needed: exam rooms, intake room, waiting area for clinics, rooms for one-to-one counseling, space for reference materials and library, utility room with autoclave and shower facilities. Need a conference room for the clinics. Existing one is too small and is used for both meetings and as a classroom. Need more secured bulk storage space for nursing services medical supplies. Due to early hospital discharges, they will continue to have more demand. Need space for office machines that are now kept in the corridors. They are using home visits to overcome the handicapped accessibility problem.

Codes/Zoning: Facility does not meet local building code requirements.

Handicapped Accessibility: Facility is not accessible, but should be. It would difficult to remodel existing structure to meet the requirements.

CHEYENNE- LARAMIE COUNTY HEALTH UNIT

POTENTIAL FOR SHARED RESOURCES

Clerical Staff: No

Word Processor/Computer: Yes

Copier: Yes

Conference Rooms:

5-10: Yes

10-15: No

20-30: Yes

Staff Lounge/Coffee: Yes

Location:

Central Business: Yes

Central Residential: No

South: No

West: No

Hours of Building Accessibility:

8-5: Yes

5-12: Yes

12-8: No

Weekends: Yes

Note: Would share microfilming of records.

PROJECTION RATIONALE

The January, 1984 Final Environmental Impact Statement used the agency's projections for staff levels. These were updated by the agency and then used for this report.

CHEYENNE- LARAMIE COUNTY HEALTH UNIT

SPACE	SPACE STANDARD		1984				1987				1990				1992	
	REFERENCE NO.	SQUARE FOOTAGE	EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO.	SQUARE FOOTAGE WITHOUT IMPACT	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO.	SQUARE FOOTAGE WITH IMPACT	PROJECTED NO.	SQUARE FOOTAGE	PROJECTED NO.
Health Officer	2	225	1	X				1	225	1	225	1	225	1	225	1
Nurses	12	64	19		X			22	1,408	23	1,472	23	1,472	1	1,472	24
Clerical	11	80	6		X			7	560	7	560	7	560	7	560	7
Support Staff	12	64	5		X			6	384	7	448	8	512	8	512	9
Examining Rooms	54	108	9		X			13	1,404	13	1,404	15	1,620	15	1,620	17
Intake Area	23	31	2		X			4	124	4	124	4	124	4	124	4
Waiting	22	15	6		X			15	225	15	225	15	225	15	225	15
Pamphlets	35	12	2	X				2	24	2	24	2	24	2	24	2
Counseling Rooms	43	100	0			X		3	300	3	300	3	300	3	300	3
Library/Reference	36	9	0			X		24	216	24	216	27	243	27	243	27
Utility w/ Autoclave (not included in total)	--	200	1		X			1	200	1	200	1	200	1	200	1
PARKING																
SUBTOTAL																
CIRCULATION FACTOR																
TOTAL /BLDG. FACTOR																

CHEYENNE- LARAMIE
COUNTY HEALTH UNIT

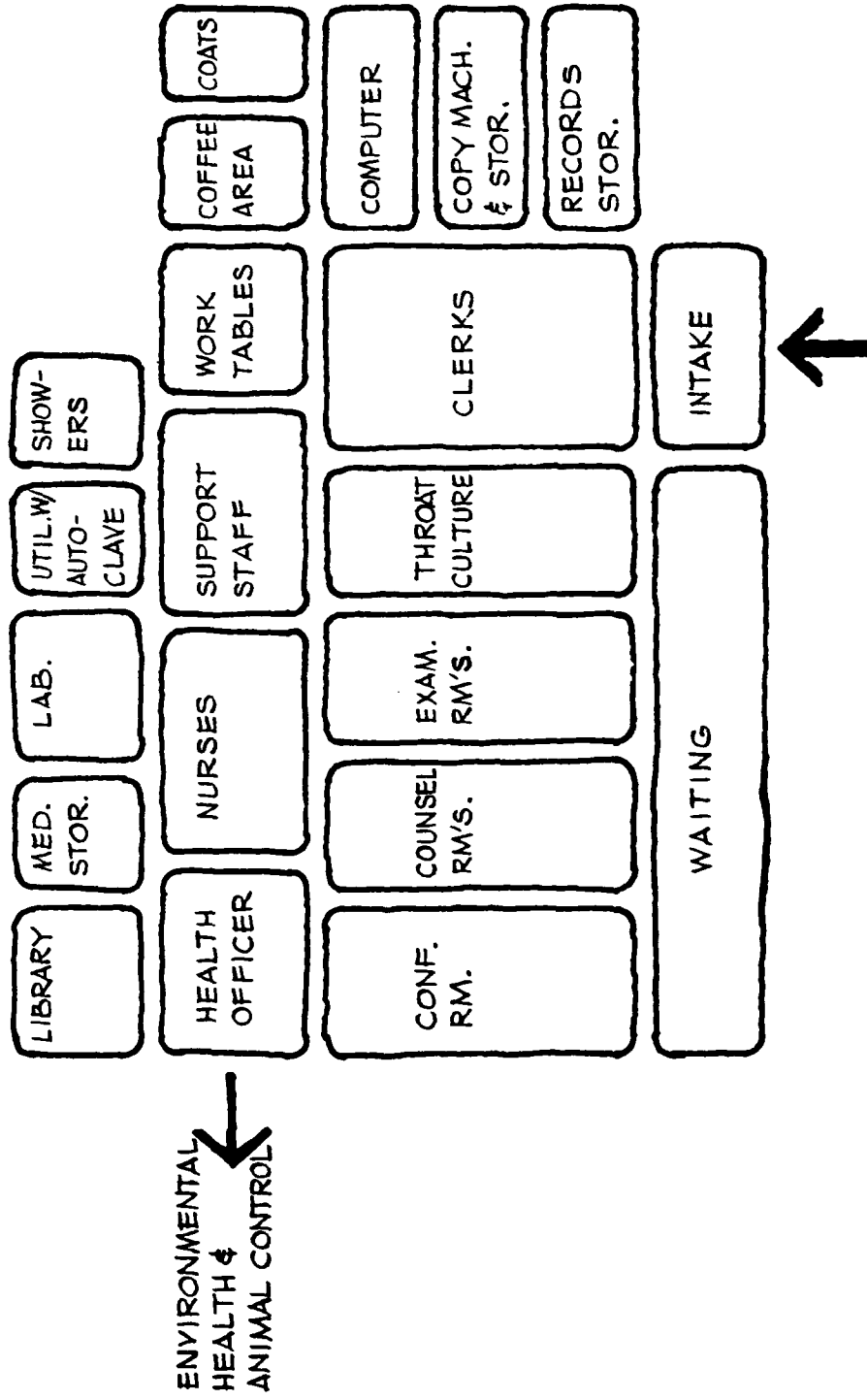
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CHEYENNE- LARAMIE COUNTY HEALTH UNIT

SPACE	SPACE STANDARD		1984				1987				1990				1992	
	REFERENCE NO.	SQUARE FOOTAGE	EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO.
Coats	65	10						7	70	7	70	8	80	8	80	8
PARKING (not included in total)		350						66	23100	68	23800	69	24150	69	24150	71
SUBTOTAL									7133		7270		7605		7614	7967
CIRCULATION FACTOR									9487		9669		10115		10127	10596
TOTAL /BLDG. FACTOR									11859		12086		12643		12658	13245

Approx. 7,800

CHEYENNE- LARAMIE COUNTY HEALTH UNIT



CHEYENNE- LARAMIE COUNTY HEALTH UNIT

IDENTIFIED NEED

The building is totally overcrowded creating adverse working conditions for the staff and inconvenience for the clients, although a good effort is being made to provide services. The atmosphere has been improved, but is still lacking in some amenities. Handicapped accessibility is a must for this type of operation. There are numerous spaces that are missing that they require to function properly.

ALTERNATIVES

Note: It is not appropriate for a long range goal to look at the Health Unit without Environmental Health and Animal Control located in the same building.

1. Purchase or construct a facility to house both the Health Unit and Environmental Health. The existing space occupied by the Health Unit could be used for other county activities provided handicapped access is not required.
2. Lease space on a short term basis. If the situation was desperate, this could be without Environmental Health.
3. Make do with the existing facility by splitting functions further. Possibly some of the child oriented programs could lease another nearby building.

ALTERNATIVE EVALUATION

	Space Req'ts met	Comparative Short Range Costs	Comparative Long Range Costs	Functional Improve.
Alternative 1	+	-	+	+
Alternative 2	+	+	-	+
Alternative 3	-	+	-	-

ALTERNATIVE RECOMMENDATION & COMMENTS

Alternative 1 would be the best recommendation, especially when considering the long term benefits. It would bring both agencies together like they once were before the space crunch. Further savings could be realized through shared resources. It also has the potential of providing them all the spaces they need and provisions could be made for future growth. Alternative 2 would not be adequate for long term benefits. Alternative 3 would disrupt functions further, would not totally satisfy the space requirements or the long range goals and does not provide much needed handicapped access. It would virtually be impossible to make this building accessible to the handicapped without taking a great deal of additional space and expense.

It should be noted that Part 2 of this report, Collocation Analysis of Selected Human Service Agencies, discusses in depth the possible collocation of the Health Unit and Environmental Health and Animal Control.

CHEYENNE- LARAMIE COUNTY HEALTH UNIT

ESTIMATED COST OF RECOMMENDED ALTERNATIVE

Based upon an average square foot
cost for building type: \$693,000.00

ENVIRONMENTAL HEALTH



ENVIRONMENTAL HEALTH

FUNCTION

Handles surveillance and control of food, water, sewerage, swimming pools, public health nuisance investigation, animal control, school and day care center sanitation, recreational sanitation and disease investigation. A division of Cheyenne - Laramie County Health Unit.

FUNDING

City, county and state.

EXISTING FACILITY EVALUATION

Location: 1710 Snyder Avenue
Want to be closer to Municipal Building and County Building and in same building as Cheyenne - Laramie County Health Unit.

Ownership: City owned, as a portion of their funding they do not charge rent.

Environmental Suitability: Present facility is a remodeled garage/warehouse. Some areas are somewhat makeshift, specifically the lab and the work stations for the animal control officers and sanitarians.

Physical Condition: There are occasional leaks. The greatest constraint for this agency is the fact that the division is housed in different quarters from the Cheyenne - Laramie County Health Unit. Conference room is in an open area shared

by the sanitarians and the animal control rooms, an animal cage is stored in the conference area. The only thing separating the division director from the lab is a low height wall. Lab facilities are inadequate as well as the plan review area. Space layout is inefficient. If additional staff was hired, it would be difficult to find space for their office.

Codes/Zonings: Facility does not meet local building code requirements.

Handicapped Accessibility: Facility is not accessible, but should be.

POTENTIAL FOR SHARED RESOURCES

Clerical Staff: No

Work Processor/Computer: Yes

Copier: Yes

Conference Rooms:
5-10: No
10-15: Yes
20-30: Yes

ENVIRONMENTAL HEALTH

Staff Lounge/coffee: Yes

Location:

Central Business: Yes
Central Residential: No
South Business: No
West Business: No

Hours of Building Accessibility:

8-5: Yes
5-12: Yes
12-8: For emergencies
Weekends: For emergencies

PROJECTION RATIONALE

The state recommendation for sanitarians is one sanitation per 10,000 population. The division for two years has requested one additional sanitation and one animal control officer but funding has not been available. Staff levels are based on division input since the January, 1984, Final Environmental Impact Statement did not include anything on this division.

ENVIRONMENTAL HEALTH

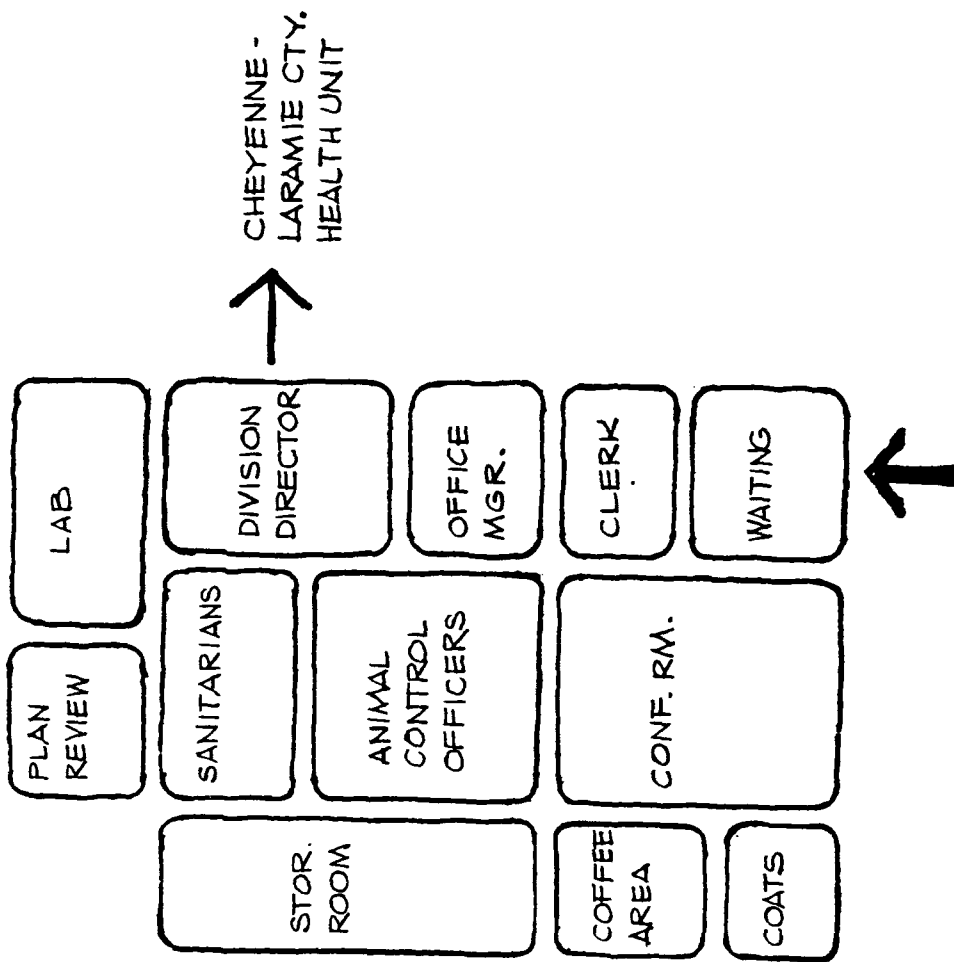
SPACE	SPACE STANDARD		1984				1987				1990				1992	
	REFERENCE NO.	SQUARE FOOTAGE	EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO.	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO.	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO.
Division Director	3	188	1	X				1	188	1	188	1	188	1	188	1
Sanitarians	12	64	3		X			4	256	4	256	4	256	4	256	5
Animal Control Officers	12	64	4		X			5	320	5	320	5	320	5	320	6
Office Manager	11	80	1	X				1	80	1	80	1	80	1	80	1
Clerk Typist	12	64	1	X				1	64	1	64	1	64	1	64	1
Storage Room	--	225	1		X			1	225	1	237	1	261	1	273	1
Lab	--	200	1		X			1	200	1	200	1	200	1	200	1
Plan Review Area	--	96	1		X			1	96	1	96	1	96	1	96	1
Conference Room	46	300	1	X				1	300	1	300	1	300	1	300	1
Waiting	22	15	7					8	120	8	120	8	120	8	120	8
Coffee Area	21	30						1	30	1	30	1	30	1	30	1
PARKING (not included in total)		350						18	6,300	18	6,300	19	6,650	19	6,650	20
SUBTOTAL																
CIRCULATION FACTOR																
TOTAL /BLDG. FACTOR																

ENVIRONMENTAL HEALTH

SPACE	SPACE STANDARD		1984					1987				1990				1992	
	REFERENCE NO.	SQUARE FOOTAGE	EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO.	SQUARE FOOTAGE
Coats	65	10						2	20	2	20	2	20	2	20	3	30
PARKING (not included in total)									1,899		1,911	1,935	1,947		2,097		
SUBTOTAL									2,526		2,542	2,574	2,590		2,789		
CIRCULATION FACTOR									3,157		3,177	3,217	3,237		3,486		
TOTAL /BLDG. FACTOR																	

Approx. 2,400

ENVIRONMENTAL HEALTH



ENVIRONMENTAL HEALTH

IDENTIFIED NEED

The area arrangements are somewhat haphazard. The conference room does not afford privacy and storage is lacking. Lab facilities and plan review area are inadequate.

ALTERNATIVES

Note: It is not appropriate for a long range goal to look at Environmental Health and Animal Control without the Cheyenne - Laramie County Health Unit located in the same building.

1. Remain at the present location and remodel the areas to provide a more efficient layout.
2. Purchase or construct a facility to house both Environmental Health and the Health Unit.
3. Lease space with a more functional layout.

ALTERNATIVE EVALUATION

	Space Req'ts met	Comparative short range costs	Comparative Long Range Costs	Functional Improvements
Alternative 1	-/+	-	+	-
Alternative 2	+	-	+	+
Alternative 3	+	+	-	-

ALTERNATIVE RECOMMENDATION & COMMENTS

Alternative 1 would create a more functional arrangement for the present situation, but as more staff is added, space shortages will be a problem. Alternative 2 establishes the best overall situation. Even though front end costs will be high, it brings the two agencies together the way they should be and by sharing resources, they could realize some savings. Alternative 3 would only be a short term remedy and would not solve the present functional constraints.

It should be noted that Part 2 of this report, Collocation Analysis of Selected Human Service Agencies, discusses in depth the possible collocation of Environmental Health and Animal Control and the Cheyenne - Laramie County Health Unit.

ESTIMATED COST OF RECOMMENDED ALTERNATIVE

Based upon an average square foot cost for building type: \$186,700

ATTENTION HOME

ATTENTION HOME

FUNCTION

Provide temporary shelter and food for youths (11-19) requiring out-of-home placement.

FUNDING

Non-profit organization receiving funds from State, Federal, City, County, United Way, Service Clubs and Churches.

EXISTING FACILITY EVALUATION

Location: 1810 Van Lennen Avenue, central residential area. Good location with school access. Lot too small.

Ownership: Own

Environmental Suitability: Appropriate. Comfortable atmosphere. Some shortcomings: no outdoor or indoor recreation space, no "quiet room", no counseling room, storage shortage, including secure storage, most rooms overall are small, especially in the basement.

Physical Condition: Structurally sound. Faulty wiring, insufficient electrical outlets. Inadequate heating supply to second floor.

Codes/Zoning: Facility requires an R-3 zone with a conditional use permit. All major building code issues have been resolved. Facility must comply with minimum space guidelines set by the State.

Handicapped Accessibility: Not currently required. May be a factor in the future.

POTENTIAL FOR SHARED RESOURCES

(Shared resources would have to be located at another agency not in the Home)

Clerical staff: Yes

Word processor/computer: Yes

Copier: Yes

Conference Room:

5-10: Yes

10-15: No

20-30: No

Staff Lounge/coffee: No

Location:

Central Business: No

Central Residential: Yes

South: No (perhaps 2nd facility)

West: No (perhaps 2nd facility)

Hours of Accessibility:

8-5: Yes

5-12: Yes

12-8: Yes

Weekends: Yes

ATTENTION HOME

PROJECTION RATIONALE

January 1984 Final Environmental Planning Technical Report (E.P.T.R.), Table C-37 (upper range), was used as a data base for generating projections with the following modifications: a) Adjustments were made to reflect current staffing and clients as Attention Home is ahead of the E.P.T.R. projections; b) E.P.T.R. did not address the fact that 88 youths are currently being turned away (yearly average). These statistics indicate that a second facility could be fully utilized today, and is reflected as such in the 1987 projection column. The past growth trend in the existing facility is leveling out because of size restrictions and the growth is exemplified by those being turned away. The only variable in this pattern is the average length of stay. If the average length of stay continues to increase as it has in the past, it reduces the total number of youths that can be served. The projections contained herein are based upon the assumption that the average length of stay is held at 35 days and the average daily occupancy at the existing facility is 8 and 10 at a second facility. The maximum youths that could be served in the existing facility under those assumptions would be 83 per year and 104 per year in a second facility.

The existing facility has already reached that capacity and without Peacekeeper impact, the second facility would carry beyond 1992. With Peacekeeper impact combined with baseline growth, the facility would reach capacity in 1990 and, therefore, plans should begin for a third facility or other program revisions at that time. The only variable in space requirements between the two facilities is the bedrooms. (one capacity, 8 with 2 per room and the second at 10, with 2 per room). It is the general consensus that the maximum capacity of the facility should be 10, since greater numbers reduce the effectiveness of houseparents and diminishes the "home" type atmosphere.

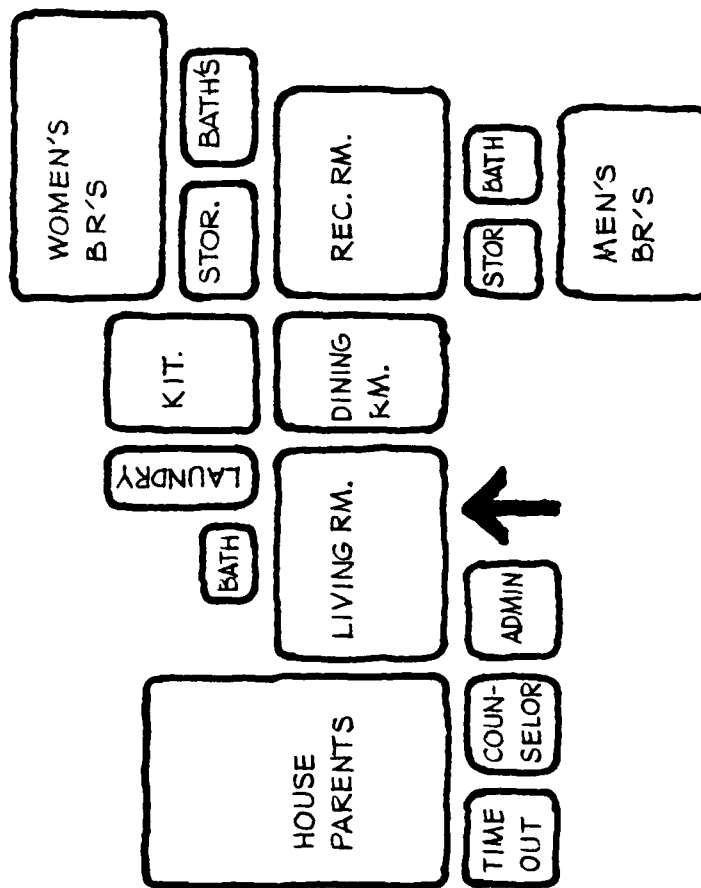
* Uses Houseparents Quarters

[illegible]

ATTENTION HOME

SPACE	SPACE STANDARD		1984					1987				1990				1992	
			EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO.	SQUARE FOOTAGE	PROJECTED NO.	SQUARE FOOTAGE WITH IMPACT	PROJECTED NO.	SQUARE FOOTAGE	PROJECTED NO.	SQUARE FOOTAGE WITH IMPACT	PROJECTED NO.	SQUARE FOOTAGE
	REFERENCE NO.	SQUARE FOOTAGE															
Coat Closet (units)	65	10	1	X				4	40	4	40	4	40	4	40	4	40
Laundry	66	68	1	X				2	136	2	136	2	136	2	136	2	136
Recreation Room	63	350				X		2	700	2	700	2	700	2	700	2	700
Bulk Storage (units)	38	10.5			X			8	84	8	84	8	84	8	84	8	84
Parking (existing facility)		350						6	2100	6	2100	6	2100	6	2100	6	2100
Parking (second facility)		350						6	2100	6	2100	6	2100	6	2100	6	2100
PARKING (not included in total)																	
SUBTOTAL									6028								6328
CIRCULATION FACTOR									8017								8416

ATTENTION HOME



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64

ATTENTION HOME

IDENTIFIED NEED:

Current and projected space and staff requirements indicate a second facility of equal or slightly greater capacity to the existing home could be fully utilized today. The required square footage of the second facility is approximately 5400 square feet. The existing facility is approximately 1600 square feet short of meeting their space requirements, primarily in the areas of indoor and outdoor recreation space, quiet and counseling rooms, secure storage and bathrooms.

ALTERNATIVES:

1. Locate and purchase, rent, lease option or construct a second facility of approximately 5400 square feet. To maximize space in the existing facility, the administrator's office should be located in the second facility and then use that space as a counselor's office. Reduce the capacity from 10 per night to 8 in the existing home and use the fifth bedroom for a time out/quiet room. The existing structure is on a small lot that cannot accommodate any building expansion, therefore, the space shortages will have to be tolerated or modify the requirements as follows: a) Dual the time out/quiet room as a counseling room and do not provide an on-site counselor office space. Counselors could be provided from other resources. Use the existing administrator's

office to expand living room capabilities, i.e. T.V. room, quiet game room b) locate a bulk storage area off site or at second facility c) structure recreation programs utilizing community facilities. The long range goal should be to sell the existing facility and purchase something of adequate size.

2. Sell the existing facility and split the proceeds to purchase two facilities with adequate space requirements. One should be approximately 5400 square feet, the second approximately 4600 square feet with adequate outdoor recreation space and expansion capabilities. As an alternative to providing a large lot for recreation space, the facility could be located adjacent to a park, school or other similar open space.
3. Make do with the existing facility and continue working to expand programs with Youth Alternatives to provide other means of temporary youth housing, such as foster parenting. Some program research and structuring would be required to analyze the feasibility of this alternative.

ATTENTION HOME

ALTERNATIVE EVALUATION:

	Space Req'ts met	Comparative range costs	Comparative range costs	Functional improvement
Alternative 1	+/-	-	+	+
Alternative 2	+	-	+	+
Alternative 3	-	+	-	-

ALTERNATIVE RECOMMENDATION & COMMENTS

The recommendation is to select Alternative 1 because it spreads out the capital costs more evenly than Alternative 2 and provides for the ultimate satisfaction of all space requirements unlike Alternative 3. Alternative 3 is, of course, the most economical as it is basically a "do nothing" mode. It would involve some rethinking and restructuring to the present concept of providing service.

ESTIMATED COST OF RECOMMENDED ALTERNATIVE:

Based upon an average square foot cost for building type: \$259,000.00

D-PASS

DIVISION OF PUBLIC ASSISTANCE AND SOCIAL SERVICES

D-PASS

DIVISION OF PUBLIC ASSISTANCE AND SOCIAL SERVICES

FUNCTION

Local office providing assistance through administration of the following state and federal programs:

Public Assistance: Aid to Families with Dependent Children, Supplemental Security Income, Nursing Homes, Low Income Energy Assistance Program, Food Stamps, General Assistance, Emergency Assistance, Minimum Medical, Glasses/Hearing Aids and Child Support.

Social Services: Adoption, Advocacy, Counseling, Court, Day Care, Emergency Shelter, Family Planning, Foster Care for Adults and Children, Homemaker, Home Management, Investigative, Legal, Socialization, Transportation, Work Incentive Program and Refugee Assistance.

FUNDING

State division and funneled Federal funds.

EXISTING FACILITY EVALUATION

Location: 700 West 21st Street. Location is generally good, could benefit from being closer to other Human Service Agencies.

Ownership: Lease-purchase agreement.

Environmental Suitability: Generally pleasant working environment although becoming overcrowded and straining NVAC systems. Federal law requires the separation of public assistance functions from social services to prevent decisions from being made dependent upon each other. This has been accomplished simply by grouping functions on each side of the building with support services in the center.

Current space shortages: Secure and general storage, visitation/observation rooms for parents and children and conference rooms. A primary concern of employees in the facility is the lack of both personal security and building security. Several steps have been taken to remedy situation, but it remains a problem.

Physical Condition: Structure is fairly new and in good condition. The problems mentioned above are related to the users and the service they provide, not the building condition (i.e. the building would be adequate for agencies not requiring security and not overcrowding the facility.)

Codes/Zoning: No apparent issues.

Handicapped Accessibility: Yes.

D-PASS

DIVISION OF PUBLIC ASSISTANCE AND SOCIAL SERVICES

POTENTIAL FOR SHARED RESOURCES

Because of the size of this agency, many things that normally could be shared cannot be in this case because of the high usage. The assumption is made regarding sharing conference rooms that there are sufficient additional conference rooms to be shared among the agencies, should they be grouped together.

Clerical staff: No

Work processor/computer: No

Copier: No

Conference Room:

5-10: Yes

10-15: Yes

20-30: Yes

Staff Lounge/coffee: Yes

Location:

Central Business: Yes

Central Residential: No

South Business: Yes

West Business: Yes

Hours of Accessibility:

8-5: Yes
5-12: Emergency only
12-8: Emergency only
Weekends: Emergency only

PROJECT RATIONALE

The E.P.T.R. Table C-27 was used as the data base for space projections. The E.P.T.R. projects overall staff increases and the prerogative was taken by this firm to assess whether the increase would be made to the social and public assistance worker and/or clerical/fiscal staff. Administration was assumed to remain constant. There was no determination made between social and public assistance workers since their physical space requirements are the same. There have been staggering increases in abuse cases probably due to increased publicity, awareness and education programs. This fact was taken into consideration, but this trend is expected to plateau.

D-PASS

DIVISION OF PUBLIC ASSISTANCE AND SOCIAL SERVICES

SPACE	SPACE STANDARD		1984				1987				1990				1992	
	REFERENCE NO.	SQUARE FOOTAGE	EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO.
Director	3	150	1	X				1	150	1	150	1	150	1	150	1
Admin.	5	125	3	X				3	375	3	375	3	375	3	375	3
Social and Assistance Workers	10	100	31	X				33	3300	35	3500	35	3500	36	3600	37
Fiscal/Clerical	16	48	12	X				12	576	13	624	13	624	13	624	14
Conference Room - 30-50	50	875	1	X				1	875	1	875	1	875	1	875	1
Conference Room - 10-15	44	200				X		1	200	1	200	1	200	1	200	1
Conference Room - 5-10	43	150				X		1	150	1	150	1	150	1	150	1
Visitation Rooms	68	64				X		3	192	3	192	3	192	3	192	3
Observation Room	--	64				X		1	64	1	64	1	64	1	64	1
Computer	27	112.5						1	112.5	1	112.5	1	112.5	1	112.5	1
Coffee	21	30	1					1	30	1	30	1	30	1	30	1
PARKING (not included in total)																
SUBTOTAL																
CIRCULATION FACTOR																
TOTAL /BLDG. FACTOR																

* majority of dead storage goes to Archives,
one year should be kept on site.

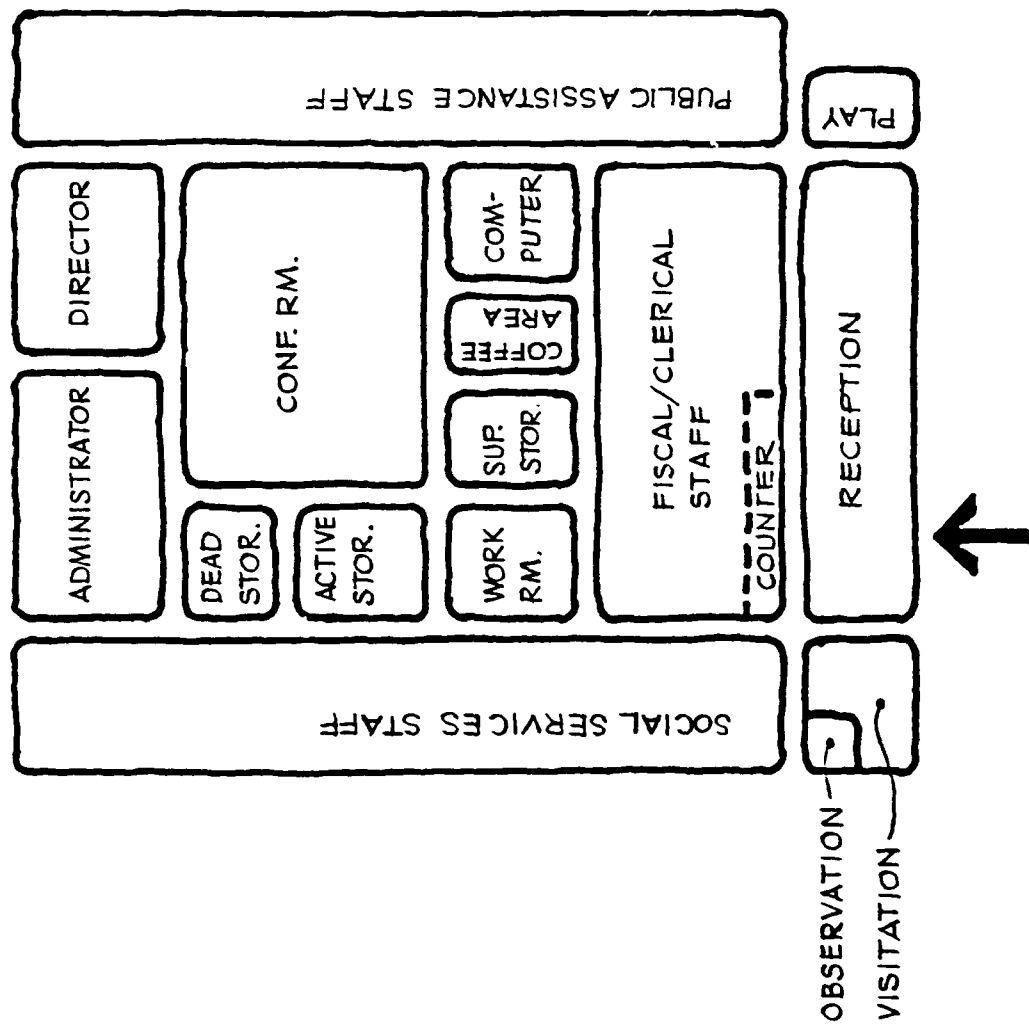
D-PASS

DIVISION OF PUBLIC ASSISTANCE AND SOCIAL SERVICES

SPACE	SPACE STANDARD		1984				1987				1990				1992	
	REFERENCE NO.	SQUARE FOOTAGE	EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO.	SQUARE FOOTAGE	PROJECTED NO.	WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO.	WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO.
Lounge	26	64				X		1	64	1	64	1	64	1	64	1
open shelving File Storage-Active (unit)	36	9	1		X			60	540	63	567	63	567	64	576	65
Dead Storage *	38	10.5				X		20	210	23	241.5	23	241.5	24	252	25
Bulk Storage	--	80						1	80	1	80	1	80	1	80	1
Supply Storage	36	9		X				6	54	6	54	6	54	6	54	6
Children's Play Area		120			X			1	120	1	120	1	120	1	120	1
Counter (units)	23	28	6	X				6	168	6	168	6	168	6	168	6
Workarea (staff table)	28	162				X		1	162	1	162	1	162	1	162	1
Reception	22	15		X				15	225	20	300	20	300	20	300	20
Work Tables (client)	28	108		X				5	540	6	648	6	648	6	648	7
PARKING (not included in total)		350						61	21350	65	22750	65	22750	66	23100	69
SUBTOTAL									8188		8677		8677		8797	
CIRCULATION FACTOR									10889		11540		11540		11699	
TOTAL /BLDG. FACTOR									13618		14425		14425		14624	

D-PASS

DIVISION OF PUBLIC ASSISTANCE AND SOCIAL SERVICES



D-PASS

DIVISION OF PUBLIC ASSISTANCE AND SOCIAL SERVICES

FACILITY ALTERNATIVE DEVELOPMENT

Identified Need:

The office space is generally adequate currently but some support service areas are needed: storage to maintain confidentiality of files and valuables (i.e. food stamps), visitation and observation rooms for parents to visit children who have been withdrawn from their care, and conference rooms for smaller group meetings, 150 and 200 square foot size. Personal security is a problem in the existing facility. There is a conflict created between the need for workers to be accessible but afforded protection from irate, demanding clients. D-Pass currently has approximately 10,000 square feet and will require an additional 3,600 square feet by 1987 without Peacekeeper impact and an additional 4,400 square feet with Peacekeeper impact. These square footages reflect satisfaction of those areas not currently provided and expansion of office areas for staff increases.

Alternatives:

1. Lease/purchase/construct office space of approximately 13,600 - 14,400 square feet depending upon Peacekeeper deployment with expansion capabilities and adequate parking provisions.

2. Expand the existing facility by adding approximately 5,000 square feet. Parking is of prime concern at the existing site and it is suggested that adjacent property be purchased as it becomes available for building expansion and parking lot construction or find accessible, available parking that can be leased, such as the west half of the municipal building/civic center parking lot.

3. Reduce overall space requirements by securing the lobby and public area from work areas and designing the work area in an "open office" plan. This would reduce the space requirement per staff person. Reduce storage requirements by microfilming records. Continuing the use of Archives for dead storage is strongly recommended. Use of individual terminals for file renewal would reduce space requirements for record storage and eliminate the need for employee's individual file cabinets. Provide one large conference room with a capacity of 50 that can be subdivided in half and quarters for multi-purpose use of the area, however, it is felt that a small conference room for 5-10 is still required to be utilized when the large conference room is used for day long training meetings.

D-PASS

DIVISION OF PUBLIC ASSISTANCE AND SOCIAL SERVICES

ALTERNATIVE EVALUATION:

	Space req'ts met	Compara- tive short range costs	Compara- tive long range costs	Function- al im- provement
Alternative 1	+	-	-	+
Alternative 2	+	-	+	+
Alternative 3	+/-	+	-	+/-

ALTERNATIVE RECOMMENDATION AND COMMENTS:

Alternative 2 has a heavy front end capital investment and will cause some short term disruption to operation, but has many long range benefits including good location and future growth expansion. This alternative should include site masterplanning. Alternative 3 is a compromise between ideal working arrangements and space requirements to "workable" solutions to save money. This alternative is a temporary or interim solution until 1990 at which time additional space would be required. Therefore, the recommendation is for Alternative 2 because of the long range benefits.

ESTIMATED COST OF RECOMMENDED ALTERNATIVE:

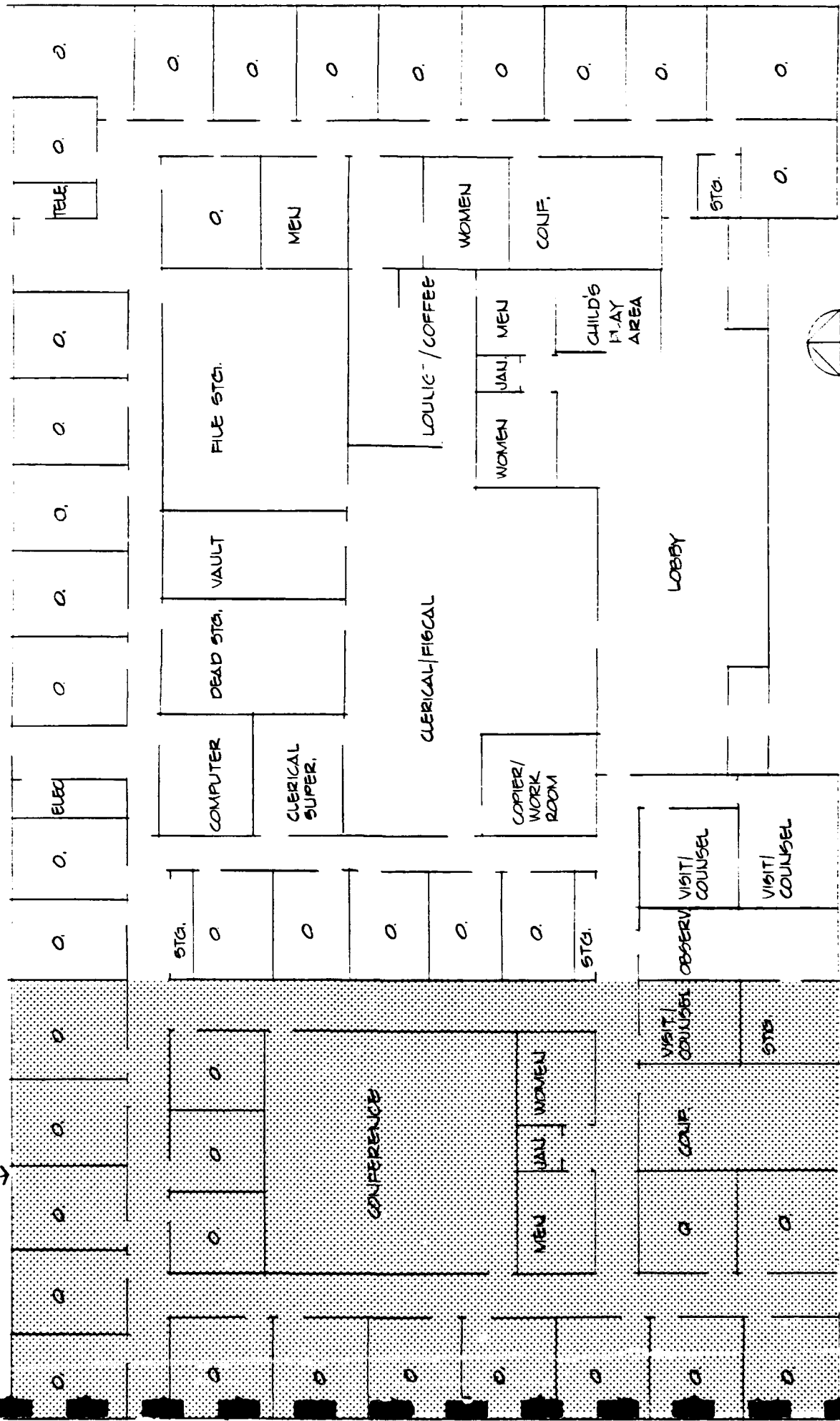
Based upon an average square foot cost for building type: \$306,450.00

CONCEPTUAL SKETCH OF ADDITION

DIVISION OF PUBLIC ASSISTANCE AND SOCIAL SERVICES

— 5,000 SQ. FT. ADDITION

L →



NOTE: SOME MODIFICATIONS HAVE BEEN MADE TO ORIGINAL BUILDING FLOOR PLAN.

21st STREET

GRANT/DOD/A'S
SATELHOUSE

GRANDMA'S SAFEHOUSE

FUNCTION

Provides temporary residential shelter for battered women and their children along with a comprehensive set of support services.

FUNDING

Private, non-profit.

EXISTING FACILITY EVALUATION

Location: address confidential, residential area, good location. It would be beneficial to have the Community Center on Domestic Violence closer, but not adjacent.

Ownership: Own

Environmental Suitability: Good. Pleasant atmosphere. Space shortages: office, (currently, all employees share 2 desks and are assigned drawers) volunteer work area, counseling room, storage, children's playroom, larger kitchen. Some volunteers are having to work out of their homes because of space and funding shortages. Plans for expanding the sleeping capacity by remodeling the basement have been cut short because of the building code.

Physical Condition: Basement floods with heavy rains and snow, needs security improvements, drains back-up, inadequate plumbing, costly to heat and cool, general maintenance required, yard work.

The parking in the rear needs to be more secure.

Codes/Zoning: Building codes restrict maximum use of the basement for human habitation.

Handicapped Accessibility: Not currently, but should be.

POTENTIAL FOR SHARED RESOURCES

Because of the sensitive and confidential nature of this facility, it is not possible to share resources that are on site. They may be able to share resources located elsewhere.

Clerical staff: Yes

Word processor/computer: Yes

Conference Room:

5-10: No

10-15: Yes

20-30: No

Staff Lounge/coffee: No.

Location:

Central Business: No.

Central Residential: Yes.

South Business: No.

West Business: No.

Hours of Accessibility:

8-5: Yes.

5-12: Yes

12-8: Yes

Weekends: Yes

GRANDMA'S SAFEHOUSE

PROJECTION RATIONALE

The E.P.T.R. Upper Impact Range Projections, Table C-29, was used as a data base because it included those clients currently being turned away due to space shortages. It also allows for staffing that is required, but not in place. The E.P.T.R. staffing projections assume a single facility, however, statistics indicate a second facility may be needed. Therefore, the figures were adjusted to provide staffing for a second facility. Some staffing can be shared between the facilities, but additional coordinator/counselors and a crisis counselor would be required to be on site at each facility. The space projections were made, based upon the following assumptions: average nightly capacity of 12 and average length of stay of 11 days. The statistics then indicate that a second facility is needed in 1990 without Peacekeeper impact and in 1987 with Peacekeeper impact. The overflow may be accommodated in some other fashion (e.g. hotel rooms) until the overflow is significant enough to fully warrant a second facility. The point at which the overflow reaches an additional 4 beds per month is indicated on the projection sheet as needing a second facility of equal capacity (average 12/night, 11 day stay).

Of course, this entire space allocation is not needed immediately, but is indicative of a longer range goal. Two smaller facilities are more desirable than a single larger facility to help maintain a residential atmosphere. The indication of a second facility of equal capacity to the existing could be re-evaluated during the planning stages to consider a slightly larger capacity (not to exceed 18-20), depending upon the re-evaluation figures.

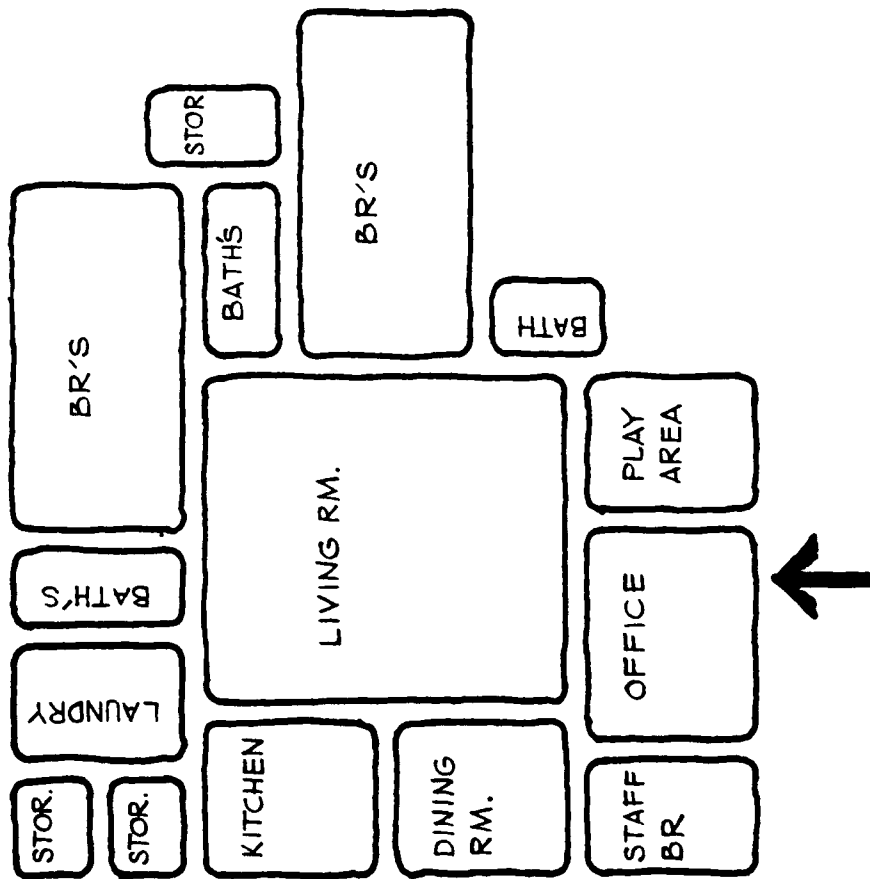
GRANDMA'S SAFEHOUSE

SPACE	SPACE STANDARD		1984					1987				1990				1992	
	REFERENCE NO.	SQUARE FOOTAGE	EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO.	SQUARE FOOTAGE	PROJECTED NO.	SQUARE FOOTAGE	PROJECTED NO.	SQUARE FOOTAGE	PROJECTED NO.	SQUARE FOOTAGE	PROJECTED NO.	SQUARE FOOTAGE
Safehouse Coordinator/Counselor	5	125	2		X			4	500	7	875	7	875	7	875	8	1000
Children's Prog. Coord	13	48				X		1	48	1	48	1	48	1	48	1	48
Crisis Counselor	5	125				X		1	125	2	250	2	250	2	250	2	250
Volunteer Work Area	13	48				X		1	48	2	96	2	96	2	96	2	96
Dining Room	57	220	1	X				1	220	2	440	2	440	2	440	2	440
Bathrooms	62	40	2		X			3	120	6	240	6	240	6	240	6	240
Kitchen	58	130	1		X			1	130	2	260	2	260	2	260	2	260
Living Room	56	300	1	X				1	300	2	600	2	600	2	600	2	600
Bedrooms (clients)	60	150	2		X			3	450	6	900	6	900	6	900	6	900
Bedroom (staff)	59	80				X		1	80	1	80	1	80	1	80	2	160
Personal Storage	64	20			X			13	260	26	520	26	520	26	520	26	520
PARKING (not included in total)																	
SUBTOTAL																	
CIRCULATION FACTOR																	
TOTAL /BLDG. FACTOR																	

GRANDMA'S SAFEHOUSE

SPACE	SPACE STANDARD		1984					1987				1990				1992	
	REFERENCE NO.	SQUARE FOOTAGE	EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO.	SQUARE FOOTAGE	PROJECTED NO.	SQUARE FOOTAGE WITH IMPACT	PROJECTED NO.	SQUARE FOOTAGE	PROJECTED NO.	SQUARE FOOTAGE WITH IMPACT	PROJECTED NO.	SQUARE FOOTAGE
Children's Play Area	---	80				X		1	80	2	160	2	160	2	160	2	160
Food Storage/Freezer (units)	38	10.5		X				6	63	12	126	12	126	12	126	12	126
Linen/Bedding Storage (units)	39	15						1	15	2	30	2	30	2	30	2	30
Bulk Storage	38	10.5						6	63	12	126	12	126	12	126	12	126
Laundry	66	68						1	68	2	136	2	136	2	136	2	136
Bedroom	61	225			X			2	450	4	900	4	900	4	900	4	900
Parking (existing facility)		350						10	3500	10	3500	10	3500	10	3500	12	3500
Parking (second facility)		350						---	---	10	3500	10	3500	10	3500	10	3500
PARKING (not included in total)																	
SUBTOTAL									3020		5787		3020		5787		5992
CIRCULATION FACTOR									4017		7697		4017		7697		7969
TOTAL /BLDG. FACTOR									5021		9621		5021		9621		9962

GRANDMA'S SAFEHOUSE



GRANDMA'S SAFEHOUSE

FACILITY ALTERNATIVE DEVELOPMENT

IDENTIFIED NEED:

The building is experiencing a current shortage of approximately 2600 square feet, primarily in the areas of staff offices, additional bedrooms, personal storage space and a play area for children. The remainder of the shortages are a result of existing spaces being smaller than the standard. The existing facility will reach capacity in 1987 with Peacekeeper deployment or in 1990 without Peacekeeper deployment.

ALTERNATIVES:

1. Sell existing facility and purchase or construct a new facility that comes closer to satisfying space requirements, has fewer maintenance problems and larger capacity (18-20 women and children per night). This facility should satisfy needs to 1992 without Peacekeeper impact and 1990 with Peacekeeper impact. At that point, a second facility will be required to continue current level service.
2. Construct a 1,000 square foot addition to the rear of the existing facility, primarily for staff areas and support facilities and insulate and heat the front porch for a children's play area. Purchase or construct a second facility with the capacity to house

18-20 women and children per night in 1992.

3. Either provide a 1,000 square foot addition to the existing facility or sell the existing facility and purchase a larger facility of 18-20 person capacity and, to accommodate future growth, consider restructuring the method of providing service by establishing a network of private housing sources with services expanded from the Community Center for counseling, outreach, transportation, crisis hotline, etc. It is assumed or hoped that in this scheme, as in all others, there would be a plateau or leveling out of need rather than a rapid continued growth as experienced in the past when education, counseling and outreach programs began to take effect and the problems are arrested prior to reaching crisis proportions. To reduce space requirements, consideration should be given to rotating coordinators office space by shift rather than providing individual office space.

ALTERNATIVE EVALUATION

	Space Req't's met	Comparative range short costs	Comparative range long costs	Functional improve
Alternative 1	+	-	+/-	+
Alternative 2	-/+	-	+/-	+
Alternative 3	+	-	+	+

GRANDMA'S SAFEHOUSE

ALTERNATIVE RECOMMENDATION AND COMMENTS

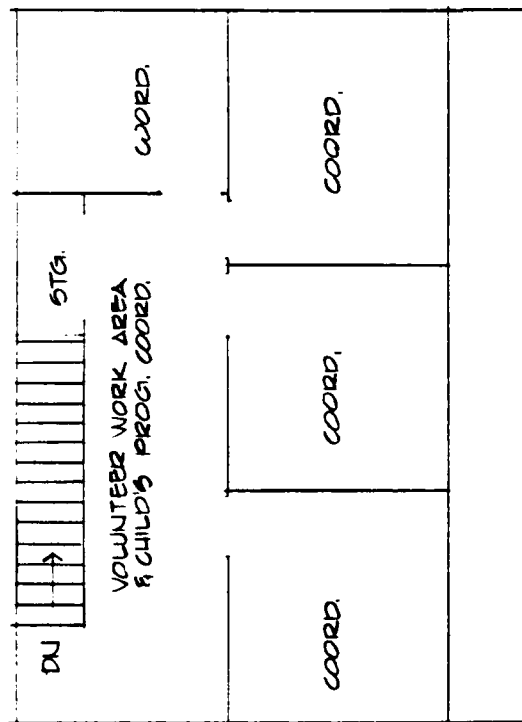
Alternative 2 seems to have the most viability because it causes less disruption in service and has a comparatively lower long range cost than Alternative 1. Alternative 3 has a lower cost, but is an unacceptable solution in terms of maintaining clients confidentiality and destroys the ability for clients to rely on each other for support.

ESTIMATED COST OF RECOMMENDED ALTERNATIVE:

Based upon an average per square
foot building type cost and remodeling factor: \$55,100.00

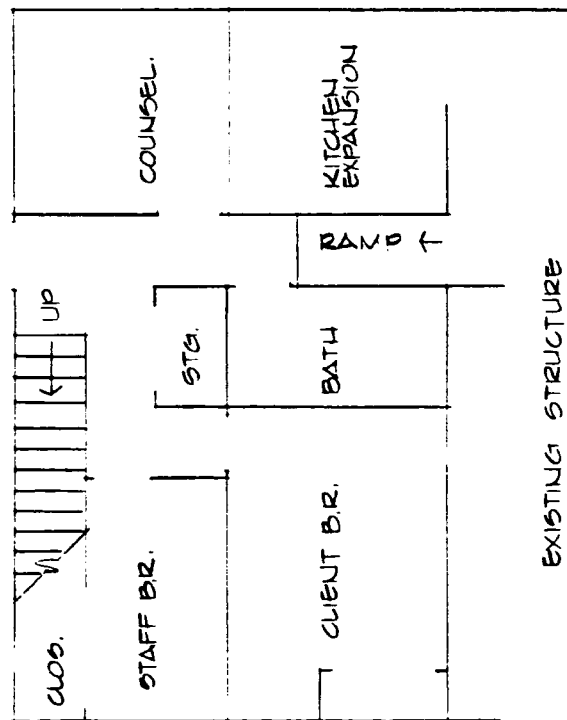
GRANDMA'S SAFEHOUSE

CONCEPTUAL SKETCH OF ADDITION



ADDITION SECOND
FLOOR

TOTAL: 1,000 SQ. FT.



EXISTING STRUCTURE

ADDITION FIRST
FLOOR

Notes:

- Convert existing office to client bedroom.
- Kitchen expansion includes children's eating area, pantry and freezer space.
- Completion of basement remodeling to include 2 bedrooms, bath, bulk storage and laundry.

AMERICAN
MEDICAL SERVICES

EMERGENCY MEDICAL SERVICES

FUNCTION

Provides 24-hour emergency transportation to local hospitals and enroute life support.

FUNDING

City/County and fee collection.

EXISTING FACILITY EVALUATION

Location: 3811 Evans Avenue. Requires central community location with direct access to main thoroughfares. Present location is good. A new location should be somewhat east of present location. A traffic control light to allow for emergency vehicle egress would be desirable.

Ownership: Lease.

Environmental Suitability: Areas of space shortage are primarily a second bathroom and larger garage to include repair bay and parts storage. General atmosphere is rustic.

Physical Condition: The condition and safety of the converted airplane hanger is questionable. It is constantly in need of maintenance and appears to be run down. There is enough storage space for medical supplies, however, the required controlled temperature for some drugs cannot be maintained with the antiquated heating system.

Codes/Zoning: It would appear that there are some "grandfathered" code issues, particularly mechanical and electrical, that should be resolved since the building is used for human habitation.

Handicapped Accessibility: Building is accessible to the handicapped.

POTENTIAL FOR SHARED RESOURCES

It would be functionally possible to share clerical staff, work processor/computer and conference room, however, because their locational requirements are not similar to other agencies, sharing resources is not feasible. Other agencies could make their conference room (occupancy 20) available for training sessions.

PROJECTION RATIONALE

There was no existing data base for these projections. The number of total patients carried in a three year period was related to overall county population to establish a trend. The second factor was assuming a standard of providing one emergency medical staff person to 5,000 population. However, since the service is provided on a "crew" basis of 4-6 staff persons to staff an ambulance, that crew is assumed to be hired all at once, not one person a year, for example. Based on the 1:5000 ratio, another full crew is recommended for 1987 and should carry the service for the next several years. The alternative to putting on staff, is to vary the shift pattern but eventually additional staff will be mandatory to maintain the current level of service. A variable that may alter staffing and hence, space requirements that could not be projected, is how calls come in. (i.e. time of day, time required, type of call.)

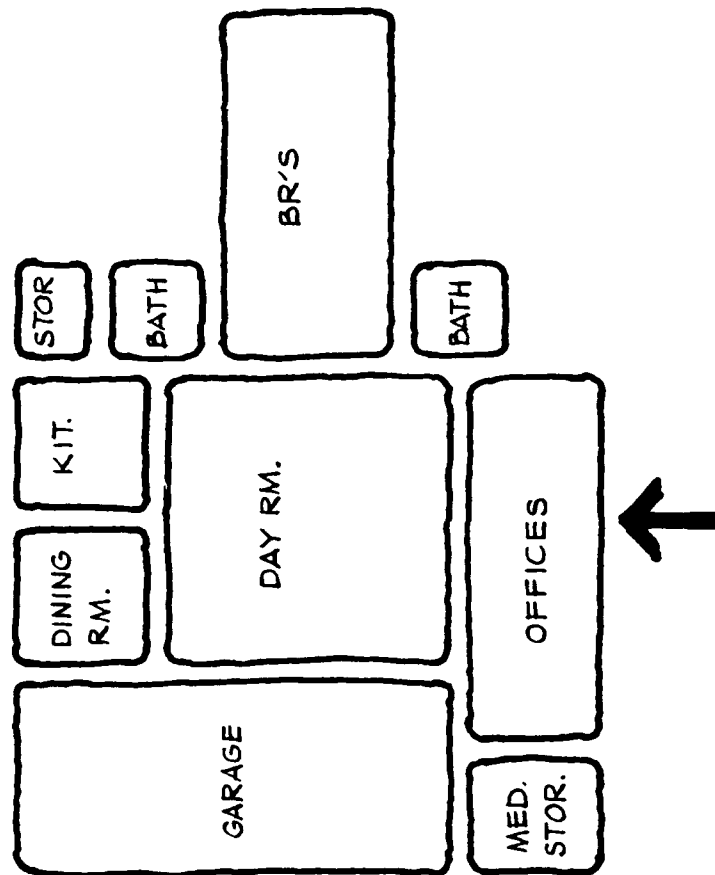
EMERGENCY MEDICAL SERVICES

SPACE	SPACE STANDARD		1984				1987				1990				1992	
	REFERENCE NO.	SQUARE FOOTAGE	EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO.
Bedrooms	60	150	3	X				5	750	5	750	5	750	5	750	5
Living Room (Day Room)	56	300	1	X				1	300	1	300	1	300	1	300	1
Dining	28	108	1	X				1	108	1	108	1	108	1	108	1
Bathrooms	62	40	1		X			2	80	2	80	2	80	2	80	2
Kitchen	58	130	1	X				1	130	1	130	1	130	1	130	1
Storage-Kitchen	38	10.5				X		1	10.5	1	10.5	1	10.5	1	10.5	1
Medical Supply (4 ambulances) + parts stg. Garage + Repair Bay	38	10.5	3	X				4	42	4	42	4	42	4	42	4
Equipment Storage	---	1170						1	1170	1	1170	1	1170	1	1170	1
Manager	37	13.5	1					1	13.5	1	13.5	1	13.5	1	13.5	1
Supervisor	6	200	1	X				1	200	1	200	1	200	1	200	1
PARKING (not included in total)	9	125	1	X				1	125	1	125	1	125	1	125	1
SUBTOTAL																
CIRCULATION FACTOR																
TOTAL /BLDG. FACTOR																

EMERGENCY MEDICAL SERVICES

SPACE	SPACE STANDARD		1984				1987				1990				1992	
	REFERENCE NO.	SQUARE FOOTAGE	EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO.
Office Manager	14	100	1	X				1	100	1	100	1	100	1	100	1
Radio Monitor Area	16	48	1	X				1	48	1	48	1	48	1	48	1
Personal Storage	64	20						10	200	10	200	10	200	10	200	10
File Storage	34	9		X				4	36	4	36	4	36	4	36	4
Shelving	35	12						1	12	1	12	1	12	1	12	1
Copier	24	36						1	36	1	36	1	36	1	36	1
Parking (in addition to garage)		350						22	7700	22	7700	22	7700	22	7700	22
PARKING (not included in total)																
SUBTOTAL									3361		3361		3361		3361	
CIRCULATION FACTOR									4470		4470		4470		4470	
TOTAL /BLDG. FACTOR									5587		5587		5587		5587	

EMERGENCY MEDICAL SERVICES



EMERGENCY MEDICAL SERVICES

FACILITY ALTERNATIVE DEVELOPMENT

IDENTIFIED NEED:

The existing facility is owned by the Cheyenne Airport Board and is scheduled for demolition sometime between 1985-1990. The lease that Emergency Medical Services has with the Airport terminates in 1985 and will be negotiated annually until the building is razed. Consequently, no major improvements should be made to the structure. Space shortages are not the critical issue in this facility, but rather the condition and quality of space. The structure has antiquated mechanical and electrical systems, is poorly insulated and, generally, in need of overall repair.

ALTERNATIVES:

1. Begin working with the Airport Board to lease other Airport owned buildings of approximately 5,600 square feet (perhaps the Montessori School building on Evans Avenue) and plan for required modifications to include a garage with repair bay and parts storage (5,600 square feet includes garage). The primary reason for working with the Airport Board property is to maintain the good site location considerations. If, after investigation, the Airport Board does not have any workable spaces, alternate leaseable space in the same general vicinity should be acquired and plans made for any required modifications.

2. Locate a new site, perhaps slightly east of the current location, and construct a new facility to meet future needs.
3. Lease/purchase an abandoned Fire Station, as many of the space requirements are similar to Emergency Medical Services, including locational access or collocate with a proposed Fire Station (core city). Groundwork for this alternative should be laid in the initial planning stages to establish all relationships. Adaption of a gas station would also provide locational access and required garage and repair requirements with living modifications required.

ALTERNATIVE EVALUATION

	Space req'ts met	Comparative short range costs	Comparative long range costs	Functional Improvement
Alternative 1	+	-	+/-	+
Alternative 2	+	-	+	+
Alternative 3	+	-	+/-	+

ALTERNATIVE RECOMMENDATIONS AND COMMENTS

The recommendation would be to proceed with Alternative 1 as an interim solution but the longer range goal should be to purchase a facility as in Alternate 2 or 3, primarily for the investment aspects and in addition to the functional aspects. The implications of the collocation alternative should be explored further to determine feasibility and acceptability.

ESTIMATED COST OF RECOMMENDED ALTERNATIVE:

Based upon an average per year lease cost: \$44,800.00

COME A SHELTER



COME A SHELTER

FUNCTION

Provides emergency shelter for transient and indigent singles and couples without children. It is a coordinated effort of the county churches to provide emergency assistance, sponsored by the Cooperative Ministries for Emergency Assistance, a private non-profit corporation.

FUNDING

City, County, United Way and donations.

EXISTING FACILITY EVALUATION

Location: 800-804 West 16th Street.
Good location, prefer to be near downtown, police department, other human service agencies, highway and railroad routes.

Ownership: Rent

Environmental Suitability: Basically adequate.

Physical Condition: Numerous mechanical and electrical repairs have been made to allow use of the second floor. The best method of operation would have the snack and TV room on the same level as the sleeping rooms to allow observation by the volunteer staff. It would be nice to have a covered, sheltered exterior area for people waiting for the facility to open. Shower and restroom facilities are inadequate and should be separated. Prefer separate secured storage for food, bedding, office supplies and cleaning supplies. Size of present facility is adequate for today's needs and, as yet, no one has been turned away. An

increase, especially in the summer months, in the transient population passing through Cheyenne, could impact the facilities and the proposed Peacekeeper project would strain the program beyond capacity.

Codes/Zoning: Due to the age of the building, it does not meet local building code requirements.

Handicapped Accessibility: Facility is not completely accessible, but should be.

POTENTIAL FOR SHARED RESOURCES

Clerical Staff: Yes

Word Processor/Computer: Yes

Copier: Yes

Conference Room:

5-10: No
10-15: No
20-30 Yes

Staff Lounge/Coffee: Yes

COMEIA SHELTER

Location:

Central Business: No
Central Residential: No
South Business: No
West Business: Yes

Hours of Building Accessibility:

8-5: Yes, for office and cleaning
shelter
5-12: Yes, for shelter
12-8: Yes, for shelter
Weekends: Yes, for shelter

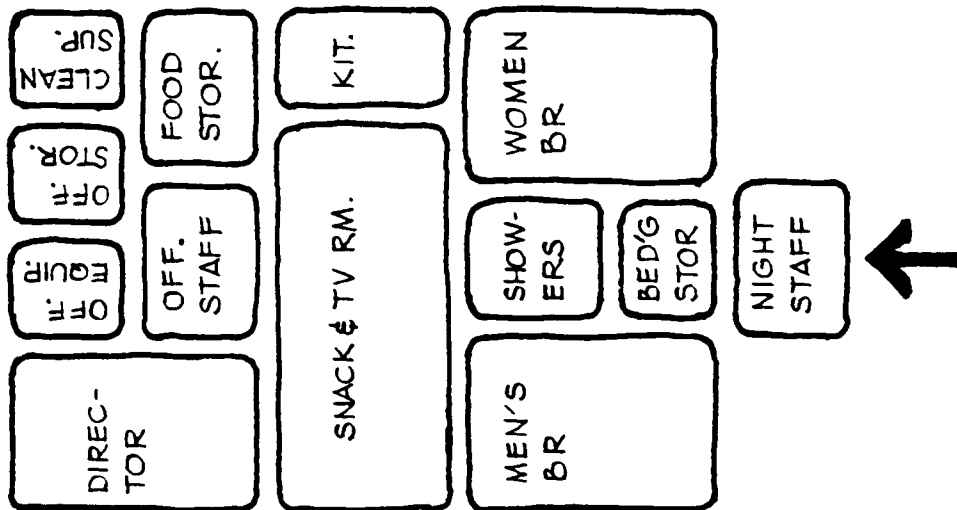
PROJECTION RATIONALE

The January, 1984 Final Environmental Impact Statement was used for projections, however, this data base only covers the first ten months the program was in operation (since December, 1982). Additional information was not provided.

COME A SHELTER

SPACE	SPACE STANDARD		1984				1987				1990				1992	
	REFERENCE NO.	SQUARE FOOTAGE	EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	PROJECTED NO.	SQUARE FOOTAGE
Director	11	80	1	X				1	80	1	80	1	80	1	1	80
Volunteer Office Staff	16	48	1	X				1	48	1	48	1	48	1	1	48
Night Staff	16	48	1	X				1	48	4	192	1	48	1	1	48
Office Storage	39	15	0	X				1	15	1	15	1	15	1	1	15
Office Equipment	---	100	1		X			1	100	1	100	1	100	1	1	100
Food Storage	---	100	1		X			1	100	1	150	1	100	1	1	150
Bedding Storage	---	150	0	X				1	150	1	200	1	150	1	1	200
Cleaning Supplies Storage	35	12	1	X				2	24	2	24	2	24	2	2	24
Snack & TV Room	63	350	1	X				1	350	1	450	1	350	1	1	350
Kitchenette	21	30	0	X				2	60	3	90	2	60	3	2	60
Men's Sleeping Quarters (not included in total)	---	63	1	X				21	1,323	29	1,827	22	1,386	29	23	1,449
PARKING (not included in total)		350						5	1,750	8	1,800	5	1,750	8	5	2,100
SUBTOTAL																
CIRCULATION FACTOR																
TOTAL /BLDG. FACTOR																

COME A SHELTER



COME A SHELTER

IDENTIFIED NEED

Having the snack and TV room on the second floor and the sleeping quarters on first floor creates observation problems for the volunteer staff. Various storage areas are needed. Peacekeeper deployment will impact the facility.

ALTERNATIVES

1. Stay at the present location. In order to gain more space, they could possibly expand into the quanset hut attached to the north side of the building.
2. Lease a building with more space.
3. The Salvation Army has indicated that they may provide similar short term dormitory accommodations for families and singles. Possibly the two agencies could collocate their activities.

ALTERNATIVE EVALUATION

	Space Req'ts met	Comparative Range Costs		Comparative Range Costs		Functional Improvements
		Costs		Costs		
Alternative 1	+	-		-		-
Alternative 2	+	+		-		+
Alternative 3	+	+/-		+/-		+

ALTERNATIVE RECOMMENDATION & COMMENTS

Alternative 1 maintains the present good location, although there will still be the problem of providing services on two floors. If the correct location and building is found, Alternative 2

would be a good short term solution. Alternative 3 is the recommended long-range solution as it has the potential of providing the best services and by using shared resources the cost savings would be advantageous. There would be numerous details that necessarily would have to be worked out between the two agencies. An interim solution for the Peacekeeper deployment would be leasing a second facility to handle the overflow during that time frame.

ESTIMATED COST OF RECOMMENDED ALTERNATIVE

Based upon an average square foot cost for building type: \$185,800.00
(Does not include Salvation Army's portion of cost.)

WYOMING FOOD
CLEARINGHOUSE

WYOMING FOOD CLEARINGHOUSE, INC.

FUNCTION

Private non-profit corporation that collects salvaged and donated food which is then distributed by its member agencies to needy people.

FUNDING

Dues from member agencies and fees for services.

EXISTING FACILITY EVALUATION

Location: 1401 East Lincolnway. Poor location, prefer to be near railroad.

Ownership: Rent free.

Environmental Suitability: Basically adequate.

Physical Condition: Present facility is located on second floor which makes it extremely difficult to carry cases of foodstuffs upstairs. Space is entirely too small, due to lack of room, they are not able to accept sufficient quantities of their members. They must also turn down frozen foods, since they do not have freezer space. Would prefer to have industrial type warehouse with cold storage and space for truck parking. A leveling dock would be beneficial. Need a warehouseman to handle deliveries, distribution to members, coordinate volunteers and perform record keeping.

Codes/Zoning: No apparent problems.

Handicapped Accessibility: Not required.

POTENTIAL FOR SHARED RESOURCES

Clerical Staff: No

Work Processor/Computer: No

Copier: Yes

Conference Room:

5-10: No

10-15: No

20-30: No

Staff Lounge/coffee: No

Location:

Central Business: No

Central Residential: No

South Business: Yes

West Business: Yes

Hours of Building Accessibility:

8-5: Yes

5-12: No

12-8: No

Weekends: No

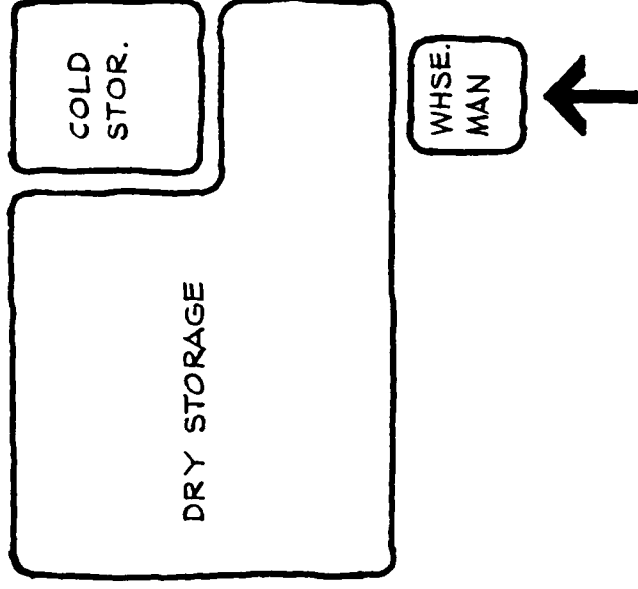
PROJECTION RATIONALE

The January, 1984, Final Environmental Impact Statement was used for projections and the agency's input was used as a data base.

WYOMING FOOD
CLEARINGHOUSE, INC.

SPACE	SPACE STANDARD		1984					1987				1990				1992	
	REFERENCE NO.	SQUARE FOOTAGE	EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO.	SQUARE FOOTAGE
Warehouseman	17	36	0			X		1	36	1	36	1	36	1	36	1	36
Dry Storage		2000	1		X			1	2100	1	2200	1	2250	1	2350	1	2400
Cold Storage		400	0			X		1	420	1	450	1	450	1	480	1	480
Truck Parking		1320	1					1	1320	1	1320	1	1320	1	1320	1	1320
PARKING (not included in total)		350	5					5	1750	5	1750	5	1750	5	1750	6	2100
SUBTOTAL									2556		2686		2736		2866		2916
CIRCULATION FACTOR									3399		3572		3639		3812		3878
TOTAL /BLDG. FACTOR									4249		4,465		4549		4765		4848

WYOMING FOOD CLEARINGHOUSE, INC.



WYOMING FOOD CLEARINGHOUSE

IDENTIFIED NEED

Floor space is totally inadequate and access to their area is not convenient. Cold storage is nonexistent.

ALTERNATIVES

1. Lease or purchase a new facility in an industrial area.

ALTERNATIVE EVALUATION

	Space Req'ts met	Compara-tive Short Range Costs	Compara-tive Long Range Costs	Func-tional Improve-ments
Alternative 1	+	+/-	-/+	+

ALTERNATIVE RECOMMENDATION & COMMENTS

Alternative 1 is the only solution for this agency. The only question is whether to lease or purchase a new facility. When selecting a new location, they should consider expansion capabilities which would allow them to become a member of Second Harvest and allow them to distribute to other areas in Wyoming.

ESTIMATED COST OF RECOMMENDED ALTERNATIVE

Based upon an average square foot cost for building type: \$125,300

SALVATION ARMY



SALVATION ARMY

Function

Provides a daily feeding program, emergency shelter for families and travel assistance. In addition, it provides counseling, visitations to shut-ins, disaster relief, emergency material assistance and miscellaneous other adult and youth programs.

Funding

Private non-profit, United Way agency.

Existing Building Evaluation

The Salvation Army was to be included in the Facility Needs Analysis to investigate storage needs only as identified in the Environmental Planning Technical Report. During the interview process, it was determined that storage was not an issue and, therefore, the Salvation Army was dropped from the study.

COLLOCATION ANALYSIS
FOR SELECTED
HUMAN SERVICE AGENCIES

KEMPER ARCHITECTS, P.C.
3822 DILLON AVENUE
CHEYENNE, WYOMING

INTRODUCTION AND PURPOSE STATEMENT

INTRODUCTION AND PURPOSE STATEMENT

Collocation is a concept which implies the bringing together or placing side by side, in this case, selected Human Service agencies. This concept was initially conceived as a method to mitigate some of the impacts that could be experienced by the deployment of the Peacekeeper missile system and is an outgrowth of the Peacekeeper missile system and is an outgrowth of the Facility Needs Analysis for Selected Human Service Agencies which looked at mitigation measures without regard to collocation. However, as identified in the Facility Needs Analysis and further documented in this analysis, Peacekeeper impact will be relatively insignificant for the majority of the included agencies if they are equipped to meet what is considered to be "normal" or "natural" growth increases not related to Peacekeeper.

The objectives of collocating agencies are:

- To provide a convenience to clients.
The various agencies are generally serving the same clientele, many that are without transportation. Locating the agencies together minimizes the crosstown trips a client has to make.
- To reduce costs and overhead by sharing space and equipment. Agencies are able to reduce their individual capital outlay for essential or desired improvements and equipment.

- To avoid duplication of services. Because of the proximity, there is the opportunity for better coordination among service providers.
- To increase efficiency by providing the capability to obtain appropriate equipment and functional working areas. This is related to the second objective in that agencies can "get more for their money" by sharing.
- To create a pleasant working environment and comradery among Human Service employees. There is more opportunity to interact with other professionals, exchange ideas and concepts and encourage professional development.

The possibilities for agency collocation are explored in this analysis. Needs for the collocation candidates are presented, relationships identified and alternatives suggested that would meet the objectives.

The collocation candidates included are:

Alcohol Traffic Safety Program
Project Hope
Alcohol Receiving Center
Cheyenne Halfway House
Cheyenne-Laramie County Health Unit
Environmental Health and Animal Control
Division of Public Assistance and Social Services
Community Center on Domestic Violence
Wyoming Food Clearinghouse, Inc.
Pathfinder
United Way
Christian Counseling Service
Community Action
Legal Services of Southeastern Wyoming

INTRODUCTION AND PURPOSE STATEMENT

Interagency Board, Inc.
Needs, Inc.
Helpline
Volunteer Information Center
One-to-One Tutoring

The agency space needs assessment for Alcohol Traffic Safety Program, Project Hope, Alcohol Receiving Center, Cheyenne Halfway House, Cheyenne-Laramie County Health Unit, Environmental Health and Animal Control, D-Pass and Wyoming Food Clearinghouse, are found in Part 1, Facility Needs Analysis and are not duplicated in Part 2.

Collocation only considered for and among the aforementioned human service agencies. As illustrated by the Agency Interaction Diagram later in this report, it is conceivable that other human service providers could also be collocated.

The purpose of the collocation alternatives presented is to provide the Human Services Task Force a basis for decision-making in deriving an ultimate alternative and/or to establish priorities for presentation and implementation.

METHODOLOGY



METHODOLOGY

The Facility Needs Analysis for Selected Human Service Agencies, Part I of this document, was used as the data base for proceeding with the Collocation Analysis. A basic outline of the major work tasks performed and approach used in production of this analysis follows:

A. Contact was made with each agency included in this analysis (and not a part of the Facility Needs Analysis) through the use of questionnaires, interviews and facility tours to gain an overview of each agency. The following information was provided:

- descriptions of service and operational functions
- existing personnel by job classification
- affinities to other Human Service Agencies
- necessary support services
- public interaction
- storage requirements
- anticipated growth with or without Peacekeeper impact
- potential for sharing resources
- site and functional concerns
- existing facility condition and adequacy

- B. The data gathered was correlated to space planning standards and applied to personnel and clientele projections to establish required work and living areas for each agency for the target dates of 1987 and 1990 with and without Peacekeeper impact and 1992. A circulation factor of 1.33 was applied to produce net area and a building factor of 1.25 was applied to produce gross area that includes utility areas, restrooms, mechanical areas, etc.
- C. Relationships among the candidates were analyzed and illustrated relative to agency interaction and their potential to share resources.
- D. Based upon the identified relationships, alternatives were defined to meet the collocation objectives and maintain relationships.
- E. Conceptual layouts for each alternative and its sub-components were prepared to illustrate desirable internal affinities and shared spaces.
- F. A synopsis of currently available, adequate leaseable space and those agencies for which it would be suitable based upon established criteria was prepared.
- G. Costs were applied to the alternatives and its sub-components based upon a square foot project cost.

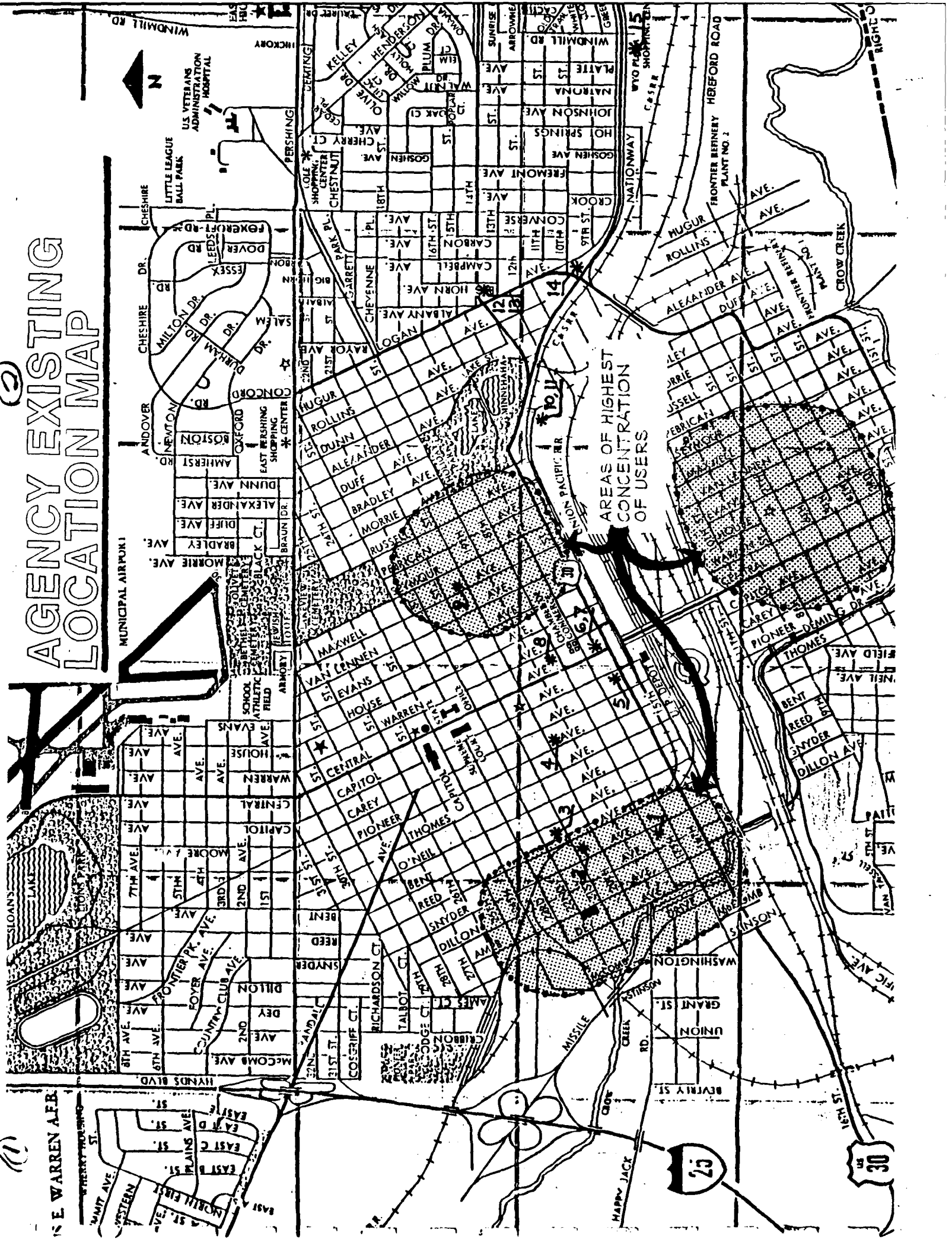
AGENCY NEEDS SUMMARY

AGENCY	ACTUAL S. F. (net)	1987			Parking (S. F.)	1992		PARKING (S.F.)
		NET S. F. NEED				NET S. F. NEED		
		w/o Impact		w/ Impact		w/o Impact		
Alcohol Traffic Safety Program	430	246		315	700	294		700
Project Hope	670	2,246		2,353	10,500	2,246		10,500
Alcohol Receiving Center	900	2,067		2,386	3,850	2,386		3,850
Cheyenne Halfway House	2,400	6,961		7,359	7,000	7,465		8,050
Cheyenne-Laramie County Health Unit	7,800	9,487		9,669	23,100	10,596		24,850
Environmental Health & Animal Control	2,400	2,526		2,542	6,300	2,789		7,000
Division of Public Assistance and Social Services	10,000	10,889		11,540	21,350	12,066		24,150
Community Center on Domestic Violence		1,510		1,510	2,100	1,518		2,100
Wyoming Food Clearing-house, Inc.	1,100	3,399		3,572	3,070	3,878		3,420
Pathfinder	3,000	2,333		2,439	7,000	2,475		7,350
United Way	400	613		613	2,100	613		2,100

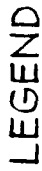
AGENCY NEEDS SUMMARY

AGENCY	ACTUAL S. F. (net)	1987		Parking (S. F.)	1992		PARKING (S.F.)
		NET S. F. NEED			NET S. F. NEED		
		w/o Impact	w/ impact		w/o impact		
Christian Counseling	140+ shared space	1,311	1,311	4,200	Not projected		
Community Action	3,500	2,314	2,510	3,500	3,137	4,200	
Legal Services	1,784	2,575	2,575	3,850	2,983	4,550	
Interagency Board, Inc.							
Needs, Inc.	1,580	4,489	4,675	5,250	4,793	5,600	
Volunteer Information Center	168	548	564		567		
One-to-One Tutoring	168	223	223		255		
Helpline	233	150	176		192		

AGENCY EXISTING LOCATION MAP



Q



- 1 ENVIRONMENTAL HEALTH
2 PATHFINDER
3 DEPT. OF PUBLIC ASSIST. & SOCIAL SERV.
4 CITY/COUNTY HEALTH
5 LEGAL SERVICES
6 COMMUNITY ACTION
7 UNITED WAY
8 CHRISTIAN COUNSELING
9 NEEDS, INC.
10 ALCOHOL TRAFFIC SAFETY
11 PROJECT HOPE
12 ALCOHOL RECEIVING CENTER
13 HALFWAY HOUSE
14 WY. FOOD CLEARINGHOUSE
15 COMM. CENTER ON DOMESTIC VIOLENCE

AGENCY NEEDS ASSESSMENT

AGENCY NEEDS ASSESSMENT

Agency needs assessments for those agencies included in Part 1, Facility Needs Analysis and Part 2, Collocation Analysis are not duplicated in Part 2, please refer to the appropriate pages in Part 1:

Alcohol Traffic Safety Program	23
Project Hope	27
Alcohol Receiving Center	32
Cheyenne Halfway House	38
Cheyenne Laramie County Health Unit	46
Environmental Health and Animal Control	54
Division of Public Assistance and Social Services	67
Wyoming Food Clearinghouse, Inc.	94

COMMUNITY CENTER ON DOMESTIC VIOLENCE

FUNCTION

Provide community prevention and education programs relative to family violence, walk-in services for battered women and children.

FUNDING

Private, United Way, State Division of Community Programs.

EXISTING FACILITY EVALUATION

Location: 3151 Nationway, poor location for total community accessibility. Needs a more visible location. Possibly closer to Grandma's Safehouse.

Ownership: Lease

Environmental Suitably: Physical space is adequate. Needs humanizing with lowered ceilings and cosmetic improvements. There is a lack of office privacy for counseling. Location is the greatest concern since it does not allow for maximum outreach and community education.

Physical Condition: Adequate.

Codes/Zoning: Adequate.

Handicapped Accessibility: Yes

POTENTIAL FOR SHARED RESOURCES

Clerical staff: Yes

Word processor/computer: Yes

Copier: Yes

Conference Room:

5-10: No

10-15: No

20-30: Yes

Staff Lounge/coffee: Yes

Location:

Central Business: Yes

Central Residential: No

South Business: Yes

West Business: Yes

Hours of Accessibility:

8-5: Yes

5-12: No

12-8: No

Weekends: No

PROJECTION RATIONALE

No increases in this office are projected. The only staffing increase will be in the area of rural outreach and they will be working out of other office space in the county. To determine space needs for the outreach offices, use the space standards as required for the Community Center.

COMMUNITY CENTER ON DOMESTIC VIOLENCE

SPACE	SPACE STANDARD		1984				1987				1990				1992	
	REFERENCE NO.	SQUARE FOOTAGE	EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO.
Director	4	150	1					1	150	1	150	1	150	1	150	1
Adv. Program Coordinator	5	125	1					1	125	1	125	1	125	1	125	1
Sec/Bookkeeper	15	64	1					1	64	1	64	1	64	1	64	1
Reception	22	15						4	60	4	60	4	60	4	60	4
Coffee	21	30						1	30	1	30	1	30	1	30	1
Coat Closet	65	10						1	10	1	10	1	10	1	10	1
Storage (file)	33	5						5	25	5	25	5	25	5	25	6
Bookcase	35	12						2	24	2	24	2	24	2	24	2
Display Rack	35	12						1	12	1	12	1	12	1	12	1
Copier	24	36						1	36	1	36	1	36	1	36	1
Conference	48	600						1	600	1	600	1	600	1	600	1
PARKING (not included in total)		350						6	2100	6	2100	6	2100	6	2100	6
SUBTOTAL									1136		1136		1136		1136	
CIRCULATION FACTOR									1510		1510		1510		1510	
TOTAL /BLDG. FACTOR									1889		1889		1889		1889	

PATHFINDER

FUNCTION

Private, non-profit corporation providing counseling (individual, group, family and marital), medical services, methadone treatment, biofeedback therapy and school presentations on drug abuse.

FUNDING

State, federal and fees for methadone treatment.

EXISTING FACILITY EVALUATION

Location: 803 West 21st Street. Good location.

Ownership: Rent.

Environmental Suitability: Facility is somewhat adequate, considering that it used to be a dairy processing plant. Room arrangements are erratic.

Physical Condition: Ventilation is extremely poor. Roof leaks. Heating system needs improvement.

Codes/Zoning: Facility does not meet local building code requirements.

Handicapped Accessibility: Facility is not completely accessible, but should be. Parking spaces should be identified.

POTENTIAL FOR SHARED RESOURCES

Clerical Staff: Yes
Word Processor/Computer: Yes
Copier: Yes
Conference Room:
5-10: Yes
10-15: No
20-30: Yes

Staff Lounge/Coffee: Yes

Location:

Central Business: Yes
Central Residential: No
South Business: Yes
West Business: Yes

Hours of Building Accessibility:

8-5: Yes
5-12: Yes
12-8: No
Weekends: Yes

Note: Would share microfilming of records.

PROJECTION RATIONALE

The January, 1984 Final Environmental Impact Statement was used for projections in conjunction with the agencies input.

PATHFINDER

SPACE	SPACE STANDARD		1984					1987				1990				1992	
	REFERENCE NO.	SQUARE FOOTAGE	EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO.	SQUARE FOOTAGE	PROJECTED NO.	SQUARE FOOTAGE	PROJECTED NO.	SQUARE FOOTAGE	PROJECTED NO.	SQUARE FOOTAGE	PROJECTED NO.	SQUARE FOOTAGE
Director	3	188	1	X				1	188	1	188	1	188	1	188	1	188
Assistant Director	8	150	1	X				1	150	1	150	1	150	1	150	1	150
Senior Counselor	11	80	1	X				1	80	1	80	1	80	1	80	1	80
Counselors	11	80	1		X			2	160	3	240	3	240	3	240	3	240
Secretary	11	80	1	X				1	80	1	80	1	80	1	80	1	80
Examining Room/Doctor	52	168	1		X			1	168	1	168	1	168	1	168	1	168
Dispensary/Nurse	11	80	1	X				1	80	1	80	1	80	1	80	1	80
Biofeedback Room	--	80	1	X				1	80	1	80	1	80	1	80	1	80
Conference Room	47	450	1	X				1	450	1	450	1	450	1	450	1	450
Office Storage	35	12	0			X		2	24	2	24	2	24	2	24	2	24
Files	33	12	1		X			4	48	4	48	4	48	4	48	4	48
PARKING (not included in total)																	
SUBTOTAL																	
CIRCULATION FACTOR																	
TOTAL /BLDG. FACTOR																	

PATHFINDER

SPACE	SPACE STANDARD		1984				1987				1990				1992	
	REFERENCE NO.	SQUARE FOOTAGE	EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO.
Copy Machine	24	36	1	X				1	36	1	36	1	36	1	36	1
Coffee Area	21	30	1	X				1	30	1	30	1	30	1	30	1
Chair Storage	--	40						1	40	1	40	1	40	1	40	1
Waiting	22	15	8	X				8	120	8	135	9	135	9	135	9
Coats	65	10						2	20	2	20	2	20	2	20	2
PARKING (not included in total)		350						20	7,000	21	7,350	21	7,350	21	7,350	21
SUBTOTAL									1,754		1,834		1,861		1,861	
CIRCULATION FACTOR									2,333		2,439		2,475		2,475	
TOTAL /BLDG. FACTOR									2,916		3,049		3,094		3,094	

Approx. 3000

UNITED WAY

FUNCTION

Strictly a fund raising organization for member service agencies. They determine which service agencies should be funded.

FUNDING

Donations.

EXISTING FACILITY EVALUATION

Location: 1603 Capitol Avenue. Good location.

Ownership: Rent.

Environmental Suitability: Basically adequate, although it is housed in an older office building with a corresponding decor.

Physical Condition: HVAC system needs improvement. Building does not have its own parking area, but on street, metered parking is available for visitors.

Codes/Zoning. Facility does not meet local building code requirements.

Handicapped Accessibility: Building is not completely accessible, but should be.

POTENTIAL FOR SHARED RESOURCES

Clerical Staff: Yes

Word Processor/Computer: Yes

Copier: Yes

Conference Room:

5-10: No

10-15: Yes

20-30: Yes

Staff Lounge/Coffee: Yes

Location:

Central Business: Yes

Central Residential: No

South Business: No

West Business: No

Hours of Building Accessibility:

8-5: Yes

5-12: Yes, September 15 to November 15

12-8: No

Weekends: Yes, September 15 to November 15

PROJECTION RATIONALE

The agency's data was used for the projections.

UNITED WAY

SPACE	SPACE STANDARD		1984				1987				1990				1992	
	REFERENCE NO.	SQUARE FOOTAGE	EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO.
Administrator	4	150	1	X				1	150	1	150	1	150	1	150	1
Assistant	5	125	0			X		1	125	1	125	1	125	1	125	1
Secretary	11	80	1	X				1	80	1	80	1	80	1	80	1
Storage	--	20	2	X				2	40	2	40	2	40	2	40	2
Copy Machine	24	36	1	X				1	36	1	36	1	36	1	36	1
Waiting	22	15	2	X				2	30	2	30	2	30	2	30	2
PARKING (not included in total)		350	0			X		6	2,100	6	2,100	6	2,100	6	2,100	6
SUBTOTAL									461		461		461		461	
CIRCULATION FACTOR									613		613		613		613	
TOTAL /BLDG. FACTOR									766		766		766		766	

Approx. 400

CHRISTIAN COUNSELING SERVICE

FUNCTION

Provides counseling designed to complement other area counseling services by adding the perspective of scripture and prayer in the areas of individual and group counseling, grief, marital, divorce and separation, parent/child relationships, pre-marital, stress management, adults abused as children, traumatic stress, and alcohol and drug counseling.

FUNDING

Private, non-profit. Sliding scale fees, based on ability to pay.

EXISTING FACILITY EVALUATION

Location: 108 East 18th Street. (Lower level of Allison Hall, education building of United Methodist Church)

Location needs to be more visible.

Ownership: Space is donated.

Environmental Suitability: The extent of the office space is one half of a room with shared access to a Sunday School classroom that is used as a counseling room. Generally, this arrangement is not conducive to providing service as it is not large enough and is not readily accessible or visible. The space itself is pleasant enough, however, it is not appropriate for confidential counseling, especially individual.

Physical Condition: Good.

Codes/Zoning: To relocate would require a Business zoned property.

Handicapped Accessibility: Required but not currently provided.

POTENTIAL FOR SHARED RESOURCES

Clerical staff: Yes

Word processor/computer: Yes

Copier: Yes

Conference Room:

5-10: Yes

10-15: Yes

20-30: Yes

Staff Lounge/coffee: Yes

Location:

Central Business: Yes

Central Residential: No

South Business: No

West Business: No

Hours of Accessibility:

8-5: Yes

5-12: once a week

12-8: No

Weekends: No

CHRISTIAN COUNSELING SERVICE

PROJECTION RATIONALE

This agency began operation in 1982 and no records were kept until the current director arrived in May 1984. Therefore, there is no data on which to base projections. Space requirements are given for 1987 as a starting point and in most cases are in need today. This agency should be evaluated in 1987 after a track record has been established and projections made.

CHRISTIAN COUNSELING SERVICE

SPACE	SPACE STANDARD		1984					1987				1990				1992	
	REFERENCE NO.	SQUARE FOOTAGE	EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO.	SQUARE FOOTAGE	PROJECTED NO.	SQUARE FOOTAGE	PROJECTED NO.	SQUARE FOOTAGE	PROJECTED NO.	SQUARE FOOTAGE	PROJECTED NO.	SQUARE FOOTAGE
Director	8	150	1	X				1	150								
Administrator	10	100	1			X		1	100								
Counselors	10	100	3			X		3	100								
Secretary	16	48	-			X		1	48								
File (Active)	31	10	1	X				3	30								
Dead Storage	37	13.5				X		2	27								
Conference Room (5-10)	43	150				X		1	250								
Conference Room (20)	45	250				X		1	36								
Copier	24	36				X		1	30								
PARKING (not included in total)																	
SUBTOTAL																	
CIRCULATION FACTOR																	
TOTAL /BLDG. FACTOR																	

CHRISTIAN COUNSELING SERVICE

SPACE	SPACE STANDARD		1984				1987				1990				1992	
	REFERENCE NO.	SQUARE FOOTAGE	EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO.
Coffee	21	30				X		1	30							
Reception	22	15	1					3	45							
Coats (units)	65	10						2	20							
PARKING (not included in total)		350						12	4,200							
SUBTOTAL									986							
CIRCULATION FACTOR									1,311							
TOTAL /BLDG. FACTOR									1,634							

COMMUNITY ACTION

FUNCTION

Provide assistance to low-income and elderly persons in the areas of employment and training, teach effective utilization of income, self-sufficiency, provide education opportunities, administer federal commodities food distribution, Summer Youth Program, Head Start, Solar Greenhouse and provide information and referral.

FUNDING

Federal and County.

EXISTING FACILITY EVALUATION

Location: 1603 Central Avenue, (third floor Bell Building) a central business district office building. Location is not appropriate. Should be more of a "storefront" facility with visibility and located either in south or west Cheyenne to better serve clients.

Ownership: Lease.

Environmental Suitability: Generally adequate. The space is adequate with no current space shortages, in fact, it appears to be under utilized (possibly due to rise and fall in funding and consequently staff and programs and secondly, it probably was not functionally laid out to accommodate this agency, but has been "made" to fit.)

Physical Condition: The building is in need of maintenance primarily in the areas of mechanical and electrical systems, leaking roof and general aesthetics.

Codes/Zoning: No apparent issues.

Handicapped Accessibility: Yes

POTENTIAL FOR SHARED RESOURCES

Clerical staff: No

Word processor/computer: Yes

Conference Room:

5-10: No

10-15: No

20-30: Yes

Staff Lounge/coffee: Yes

Location:

Central Business: Yes

Central Residential: No

South Business: Yes

West Business: Yes

Hours of Accessibility:

8-5: Yes

5-12: on occasion

12-8: No

Weekends: No

PROJECTION RATIONALE

The E.P.T.R. Table C-18 was used as the data base for staff and space need projections, with no modifications.

COMMUNITY ACTION

SPACE	SPACE STANDARD		1984				1987				1990				1992	
	REFERENCE NO.	SQUARE FOOTAGE	EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO.
Director	2	225						1	225	1	225	1	225	1	225	1
Fiscal Officer	3	188						1	188	1	188	1	188	1	188	1
Secretary	14	100						1	100	1	100	1	100	1	100	1
Outreach Workers	11	80						2	160	3	240	3	240	3	240	3
Volunteer	13	48						2	96	3	144	3	144	3	144	3
File Storage (Active)	34	9						10	90	11	99	11	99	12	108	11
File Storage (Dead)	38	10.5						25	262.5	26	273	26	273	27	283.5	26
Dark Room + Counter	29/30	80						1	80	1	80	1	80	1	80	1
Public Relations Room	--	183						1	183	1	183	1	183	1	183	1
Conference Room	45	250						1	250	1	250	1	250	1	250	1
Reception	22	15						5	75	5	75	5	75	5	75	5
PARKING (not included in total)		350						10	3,500	12	4,200	12	4,200	12	4,200	12
SUBTOTAL																
CIRCULATION FACTOR																
TOTAL /BLDG. FACTOR																

COMMUNITY ACTION

SPACE	SPACE STANDARD		1984					1987				1990				1992	
	REFERENCE NO.	SQUARE FOOTAGE	EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO.	SQUARE FOOTAGE
Coffee	21	30						1	30	1	30	1	30	1	30	1	30
PARKING	(not included in total)																
SUBTOTAL									1739.5		1,887		1,887		1,907		1,887
CIRCULATION FACTOR									2,314		2,510		2,510		2,536		2,510
TOTAL /BLDG. FACTOR									2,892		3,137		3,137		3,170		3,137

LEGAL SERVICES OF S.E. WYOMING

FUNCTION

Provides civil legal representation, assistance and advice to eligible low income persons for Albany, Carbon, Goshen, Laramie, Niobrara and Platte Counties.

FUNDING

Private, non-profit, federally funded.

EXISTING FACILITY EVALUATION

Location: Central business district office building, 1604 Capitol (Hynds Building), Room 404. Good location to serve clientele.

Ownership: Rent month to month.

Environmental Suitability: Adequate. Conference room/library/storage area is somewhat makeshift. This agency has adequate space for current staffing levels, but because of poor lighting and ventilation, the working conditions and atmosphere are dreary and stuffy.

Physical Condition: Poor electrical, heating, cooling and lighting systems. No fire alarm or ventilation system. Because the space is rented, additional space is not always readily available for expansion. Building is scheduled for remodeling. If rent increases because of improvements, agency may have to relocate because of funding constraints.

Codes/Zoning: There are several building code issues, but building is "grandfathered" because of age. Many of these issues will be addressed under the proposed remodeling. Zoning is appropriate.

Handicapped Accessibility: Generally accessible, except for restrooms.

POTENTIAL FOR SHARED RESOURCES

Clerical staff: No

Word processor/computer: Yes

Copier: Yes

Conference Room:

5-10: Yes

10-15: No

20-30: No

Staff Lounge/coffee: Yes

Location:

Central Business: Yes

Central Residential: No

South Business: No

West Business: No

Hours of Accessibility:

8-5: Yes

5-12: as required

12-8: No

Weekends: as required

LEGAL SERVICES OF S.E. WYOMING

PROJECTION RATIONALE

Legal Services has served 2-3% of the poverty population with their services regardless of the fluctuation in staffing in the past 5 years. Projections, therefore, are based upon the continuation of serving 3% of the poverty population as demonstrated by the past figures and maintaining the current level of average attorney-to-case workload of 125 cases per year.

LEGAL SERVICES OF S.E. WYOMING

SPACE	SPACE STANDARD		1984					1987				1990				1992	
	REFERENCE NO.	SQUARE FOOTAGE	EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO.	SQUARE FOOTAGE	PROJECTED NO.	SQUARE FOOTAGE	PROJECTED NO.	SQUARE FOOTAGE	PROJECTED NO.	SQUARE FOOTAGE	PROJECTED NO.	SQUARE FOOTAGE
Director	1	250	1	X				1	250	1	250	1	250	1	250	1	250
Administrative Secretary	11	80	1	X				1	80	1	80	1	80	1	80	1	80
Secretary/Receptionist	17	36	1	X				1	36	1	36	1	36	1	36	1	36
Staff Attorney	7	180	2	X				3	540	3	540	4	720	4	720	4	720
Legal Assistant	9	125	1	X				1	125	1	125	1	125	1	125	1	125
Sec/Word Processor	16	48				X		1	48	1	48	1	48	1	48	1	48
File Storage-active units	32	7	10					12	84	12	84	13	91	13	91	13	91
Conference Room/Library	42	380	1	X				1	380	1	380	1	380	1	380	1	380
Copier	24	36	1	X				1	36	1	36	1	36	1	36	1	36
Reception seating	22	15		X				5	75	5	75	5	75	5	75	5	75
Coffee	21	30	1	X				1	30	1	30	1	30	1	30	1	30
PARKING (not included in total)		350						11	3,850	11	3,850	13	4,550	13	4,550	13	4,550
SUBTOTAL																	
CIRCULATION FACTOR																	
TOTAL /BLDG. FACTOR																	

LEGAL SERVICES OF S.E. WYOMING

SPACE	SPACE STANDARD		1984					1987				1990				1992	
	REFERENCE NO.	SQUARE FOOTAGE	EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO.	SQUARE FOOTAGE
Dead Storage/Bulk storage	40	12						21	252	21	252	27	324	27	324	31	372
PARKING (not included in total)																	
SUBTOTAL							1784		1,936		1,936		2,195		2,195		2,243
CIRCULATION FACTOR									2,575		2,575		2,919		2,919		2,983
TOTAL /BLDG. FACTOR									3,219		3,219		3,649		3,649		3,729

INTERAGENCY BOARD, INC.

FUNCTION

Interagency Board: Provides administration and coordination to four non-profit organizations.

Needs, Inc.: Provides emergency food, clothing, bedding, household items, transportation and emergency funds for rent, utilities, living expenses, baby formula and gasoline, for community residents.

Helpline: Anonymous emergency telephone crisis center for information, referral and crisis counseling.

One-to-One Tutoring: Provides tutoring for elementary through high school students to improve academic deficiencies.

Volunteer Information/Volunteer Action Center: Conducts volunteer recruitment workshops, promotes volunteerism and serves as a clearinghouse and referral agency for volunteers.

FUNDING

Private non-profit, United Way.

EXISTING BUILDING EVALUATION

Location: 406 East 17th Street, a central residential area, converted residence.

Location is adequate, could benefit from being closer to Division of Public Assistance and Social Services. All four agencies operate from this location.

Ownership: Own

Environmental Suitability: Adequate. Residential atmosphere is pleasant and inviting with the exception of the basement. The basement is used for sorting clothes and as storage. It is acceptable as storage, but using it for clothes sorting by employees and/or volunteers is questionable, especially in winter months. The space is unfinished, unheated, not ventilated and poorly lit. Some aesthetic upgrade is needed. Space shortages include: clothing storage and sorting area, work spaces for various volunteers, food storage, counter space, bulk storage area and work tables. The work areas used for clothing sorting and intake are less than desirable.

Physical Condition: Appears to be structurally sound with only routine maintenance required. There is a portion of the building currently rented as an apartment that could provide some expansion. (410 sq. ft.) The basement requires upgrading to be appropriate as an employee or volunteer work space.

Codes/Zoning: No apparent issues.

Handicapped Accessibility: Not currently accessible, but needs to be.

POTENTIAL FOR SHARED RESOURCES

(Currently these four agencies are sharing all available resources among themselves.)

Clerical staff: No

Word processor/computer: Yes

Copier: No

INTERAGENCY BOARD, INC.

Conference Room:
5-10: Yes
10-15: Yes
20-30: Yes

Staff Lounge/coffee: Yes

Location:

Central Business: Yes
Central Residential: Yes
West: No
South: No

Hours of Accessibility:

8-5: Yes
5-12: as required
12-8: No
Weekends: as required

PROJECTION RATIONALE

Agencies functioning under the Interagency Board operate primarily with volunteer staffing with few paid staff positions. Much of the work done by these agencies is done out in the community and on site work spaces are not required. Volunteer staff are expected to rotate and share work areas and not be assigned one per individual. The E.P.T.R. Table C-24 Baseline and Impact population numbers were used, but staffing projections were modified to reflect more current situations.

NEEDS, INC.

SPACE	SPACE STANDARD		1984					1987				1990				1992	
	REFERENCE NO.	SQUARE FOOTAGE	EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO.	SQUARE FOOTAGE
Director	11	80	1	X				1	80	1	80	1	80	1	80	1	80
Clothes Closet Mgr.	13	48	1			X		1	48	1	48	1	48	1	48	1	48
Secretary/Bookkeeper	15	64	-			X		1	64	2	128	2	128	2	128	2	128
Volunteer Work Area	19	120				X		2	240	2	240	2	240	2	240	2	240
Sorting Tables	20	140			X			2	280	2	280	2	280	2	280	2	280
File	33	12	0					10	120	11	132	11	132	11	132	12	144
Clothes-storage		--			X			1	1000	1	1050	1	1050	1	1100	1	1100
Food Storage	37	13.5		X				4	54	4	54	4	54	4	54	4	54
Misc. Bulk Storage	37	13.5			X			22	297	22	297	22	297	22	297	22	297
Conference Room *	45	250				X		1	250	1	250	1	250	1	250	1	250
Kitchen + Freezer	58				X			1	158	1	158	1	158	1	158	1	158
PARKING (not included in total)																	
SUBTOTAL																	
CIRCULATION FACTOR																	
TOTAL /BLDG. FACTOR																	

NEEDS, INC.

SPACE	SPACE STANDARD		1984				1987				1990				1992	
	REFERENCE NO.	SQUARE FOOTAGE	EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO.
Clothing Display	--	---		X				1	450	1	450	1	450	1	450	1
Linen Storage	37	13.5			X			1	13.5	2	27	2	27	2	27	3
Reception *	22	15				X		3	45	3	45	3	45	3	45	3
Coffee *	21	30				X		1	30	1	30	1	30	1	30	1
Coats *	65	10				X		1	10	1	10	1	10	1	10	1
Copier *	24	36		X				1	36	1	36	1	36	1	36	1
Administrator *	10	100			X			1	100	1	100	1	100	1	100	1
Clothing-drop off	--	100			X			1	100	1	100	1	100	1	100	1
PARKING (not included in total)		350						15	5,250	16	5,600	16	5,600	16	5,600	16
SUBTOTAL									3,376		3,515		3,515		3,515	
CIRCULATION FACTOR									4,489		4,675		4,675		4,675	
TOTAL /BLDG. FACTOR									5,612		5,844		5,844		5,844	

* Space provided under Needs, Inc.

HELPLINE, INC.

SPACE	SPACE STANDARD		1984					1987				1990				1992	
	REFERENCE NO.	SQUARE FOOTAGE	EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO.	SQUARE FOOTAGE
Director *								1	48	1	48	1	48	1	48	1	48
Coordinator	16	48				X											
Secretary *																	
Volunteer Work Area		60				X		1	60	1	60	1	60	1	60	1	60
Files	33	12						1	12	2	24	2	24	2	24	3	36
Conference *																	
PARKING * (not included in total)																	
SUBTOTAL						233			120		132		132		132		144
CIRCULATION FACTOR									160		176		176		176		192
TOTAL /BLDG. FACTOR									200		219		219		219		239

* Space provided under Needs, Inc.

VOLUNTEER INFORMATION CENTER

SPACE	SPACE STANDARD		1984				1987				1990				1992	
	REFERENCE NO.	SQUARE FOOTAGE	EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO.
Administrator *																
Volunteer Work Area	16	48						2	96	2	96	2	96	2	96	2
Secretary *																
File Storage	33	12						2	24	2	24	2	24	2	24	2
Work Area	20	140						1	140	1	140	1	140	1	140	1
Bulk Storage		80						1	80	1	80	1	80	1	80	1
Bookcase	35	12						1	12	1	12	1	12	1	12	1
Conference *																
Print Machine	--	60						1	60	1	60	1	60	1	60	1
Coffee, Copier *																
Coats																
PARKING* (not included in total)																
SUBTOTAL																
CIRCULATION FACTOR																
TOTAL /BLDG. FACTOR																

VOLUNTEER INFORMATION CENTER

SPACE	SPACE STANDARD		1984					1987				1990				1992	
	REFERENCE NO.	SQUARE FOOTAGE	EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO.	SQUARE FOOTAGE
Reception *																	
PARKING (not included in total)																	
SUBTOTAL							168		412		424		424		424		424
CIRCULATION FACTOR									548		564		564		564		564
TOTAL /BLDG. FACTOR									685		705		705		705		705

* Space provided under Needs, Inc.

ONE-TO-ONE TUTORING

SPACE	SPACE STANDARD		1984					1987				1990				1992	
	REFERENCE NO.	SQUARE FOOTAGE	EXISTING NO.	ADEQUATE	INADEQUATE	NON-EXISTENT	EXPANSION	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITHOUT IMPACT	SQUARE FOOTAGE	PROJECTED NO. WITH IMPACT	SQUARE FOOTAGE	PROJECTED NO.	SQUARE FOOTAGE
Director *																	
Coordinator	16	48	1					1	48	1	48	1	48	1	48	1	48
Volunteer Work Area	16	48	2					2	96	2	96	2	96	2	96	2	96
File Storage	33	12	1					2	24	2	24	3	36	3	36	4	48
Conference Room *																	
Copier *																	
Coffee *																	
Reception *																	
PARKING * (not included in total)																	
SUBTOTAL				168					168		168		180		180		192
CIRCULATION FACTOR									223		223		239		239		255
TOTAL /BLDG. FACTOR									279		279		299		299		319

RELATIONSHIPS

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RELATIONSHIPS

In assessing the relationships held among the collocation candidates, three primary aspects were analyzed:

- Frequency and purpose of interaction
- Potential to benefit from sharing resources
- Achievement of collocation objectives

Illustrations of the first two relationship aspects follow.

Upon examination of the Interaction diagram, the only significant relationship among the candidates appears to be between the Alcohol Programs (Project Hope, Cheyenne Halfway House, Alcohol Receiving Center and Alcohol Traffic Safety Program). Their interaction is strong as it is a day to day contact in an effort to provide a well-rounded, total alcohol addiction recovery program. They tend to serve the same clientele within the various programs, there is some crossover of employees between programs and communication between the agencies is frequent and essential for program development and coordination.

Interaction between United Way and member agencies such as the Interagency Board, Inc. and the Community Center on Domestic Violence is primarily for funding purposes. There is not a critical day to day relationship, other than for the convenience of the administrators.

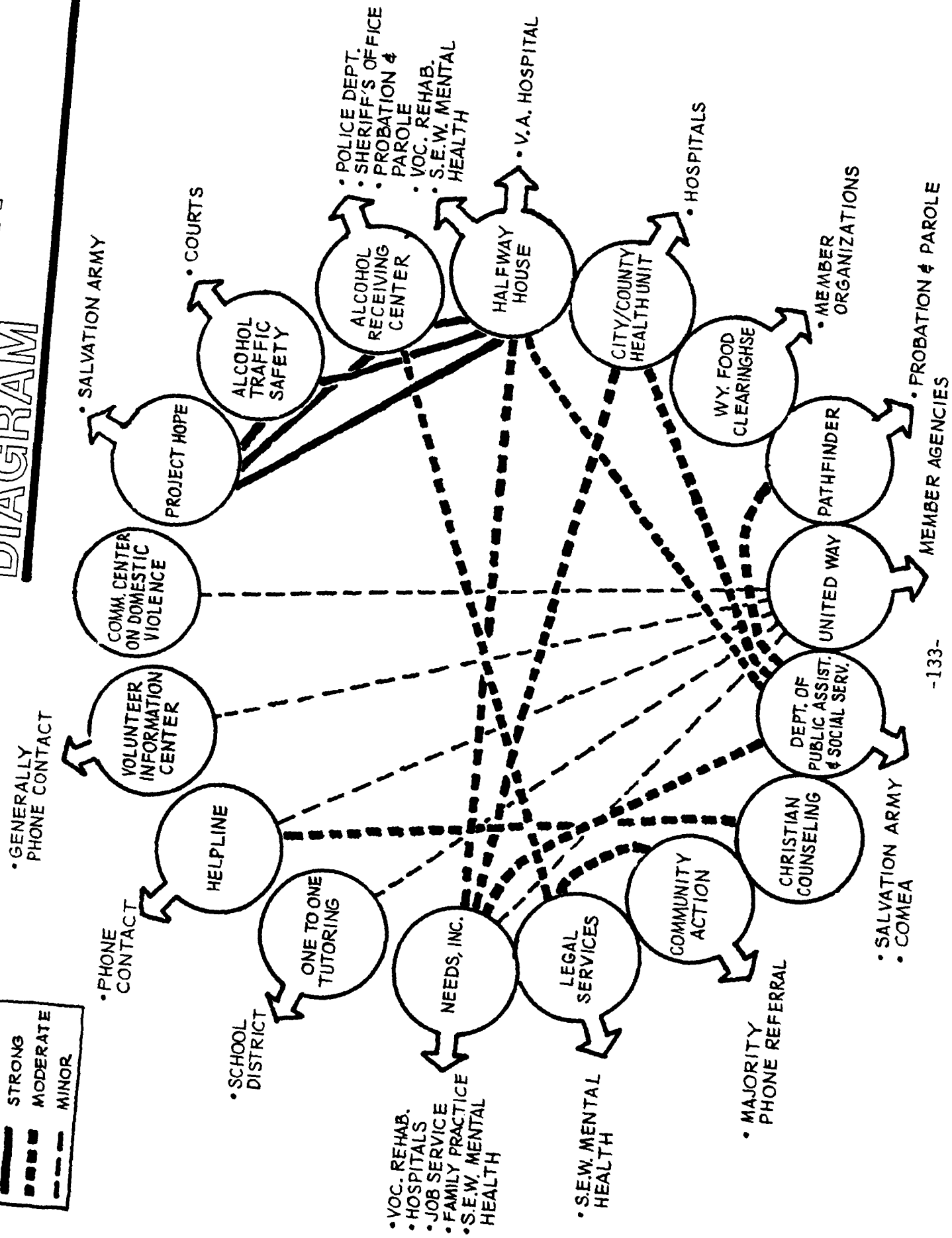
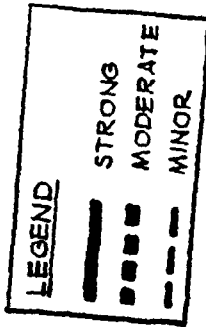
There are several agencies that have moderate interaction with the Division of Public Assistance and Social Services. This interaction generally takes the form of client referrals and follow-up, most of which can and is done by telephone and does not require physical adjacency, except as a convenience, both to clientele and staff. This same statement is true of other relationships, such as

Legal Services to the Alcohol Receiving Center and the Halfway House to Needs, Inc.

There are several significantly stronger relationships held by some of the individual agencies outside of the collocation candidates included in this study.

The second relationship matrix indicates the potential for sharing resources and space among agencies. There seems to be a much stronger impetus to collocate for these purposes as opposed to the need for maintaining any functional day to day relationship. Nearly all agencies indicated that they could benefit from sharing conference rooms, lounge/coffee areas, computers, copiers, microfilming equipment and parking areas. Many of the smaller agencies could not singularly afford to acquire such spaces or equipment but would experience benefits from having access to these items.

INTERACTION DIAGRAM



SHARED RESOURCE MATRIX

AGENCY	STAFF, EQUIPMENT, SPACE									DESIRED LOCATION				HOURS OF ACCESS			
	CLERICAL	WORD PRO- CESS/COMP.	COPIER	MICROFILM- ING	CONF. RM. 5 - 10	CONF. RM. 10 - 15	CONF. RM. 20 - 30	STAFF LOUNGE	PARKING	CENTRAL BUSINESS	CENTRAL RESIDENTIAL	SOUTH BUSINESS	WEST BUSINESS	8 TO 5	5 TO 12	12 TO 8	WEEKENDS
PROJECT HOPE																	
ALCOHOL TRAFFIC SAFETY																	
ALCOHOL RECEIVING CENTER																	
HALFWAY HOUSE																	
CITY/COUNTY HEALTH																	
WYOMING FOOD CLEARINGHOUSE																	
PATHFINDER																	
UNITED WAY																	
DEPT. OF PUBLIC ASSIST. & SOCIAL SERV.																	
CHRISTIAN COUNSELING																	
COMMUNITY ACTION																	
LEGAL SERVICES																	
NEEDS, INC.																	
ONE TO ONE TUTORING																	
HELPLINE																	
VOLUNTEER INFORMATION CENTER																	
COMM. CENTER ON DOMESTIC VIOLENCE																	

COLLOCATION ALTERNATIVES



COLLOCATION ALTERNATIVES

Upon review of the relationship indicators and collocation objectives, the following two alternatives were derived. Refer to the Shared Resource Matrix to determine spaces and equipment that will be shared by each alternative group that comprises the reduction total. The alternatives and their components are not presented in any order of priority. The square footage numbers given are without Peacekeeper impact as impact was generally deemed to be insignificant, if the "normal" requirements are met. It should also be noted that the square foot reduction benefit from collocation could be increased and individual agency square footage requirements further reduced, based upon evaluation and accepting compromises. The square footages presented in this analysis are considered to provide the most desirable working conditions. Net square footage indicates that area which would generally be required for a leased space and gross square footage is that area required for a new building area that includes building utility areas, general circulation, restrooms, exterior wall thickness, lobbies and vestibules.

ALTERNATIVE 1

- A. Locate all alcohol programs (Cheyenne Halfway House, Project Hope, Alcohol Receiving Center and Alcohol Traffic Safety Program) and Pathfinder in one facility.

1987: Required square footage: 11,619 (net)
14,525 (gross)
Required parking spaces: 43
Desired location: Central Business or
Central Residential

1992: Required square footage: 12,632 (net)
15,791
Required parking spaces: 47

Overall square foot reduction
benefit from collocation: 2,234 (net)
2,793 (gross)

- B. Locate Cheyenne-Laramie County Health Unit and Environmental Health and Animal Control in one facility.

1987: Required square footage: 11,500 (net)
14,374 (gross)
Required parking spaces: 68
Desired location: Central Business

1992: Required square footage: 12,872 (net)
16,089 (gross)
Required parking spaces: 76

Overall square foot reduction
benefit from collocation: 513 (net)
642 (gross)

- C. Locate Wyoming Food Clearinghouse in leased or purchased space as described in the Facility Needs Analysis recommendation.

1987: Required square footage: 3,399 (net)
4,249 (gross)
Required parking spaces: 5 + 1 truck
Desired location: Industrial

1992: Required square footage: 3,878 (net)
4,848 (gross)
Required parking spaces: 6 + 1 truck

COLLOCATION ALTERNATIVES

Overall square foot reduction
benefit from collocation: None

- D. Division of Public Assistance and Social Services should remain and expand their existing facility as described in the Facility Needs Analysis recommendation.

1987:
Required square footage: 10,889 (net)
13,613 (gross)
Required parking spaces: 61
Desired location: Central business

1992:
Required square footage: 12,066 (net)
15,083 (gross)
Required parking spaces: 69

Overall square foot reduction
benefit from collocation: None

- E. Locate United Way, Christian Counseling, Community Action, Legal Services and the Community Center on Domestic Violence in purchased or lease space.

1987:
Required square footage: 7,013 (net)
8,766 (gross)
Required parking spaces: 45
Desired location: Central business

1992:
Required square footage: 8,252 (net)
10,315 (gross)
Required parking spaces: 49

Overall square foot reduction
benefit from collocation: 1,310 (net)
1,638 (gross)

- F. Locate Interagency Board, Inc. agencies in another facility of adequate size.

1987:
Required square footage: 5,410 (net)
6,763 (gross)
Required parking spaces: 15
Desired location: Central Business or
Central Residential

1992:
Required square footage: 5,807 (net)
7,259 (gross)
Required parking spaces: 16

Overall square foot reduction
benefit from collocation: the benefits are
in process currently.

ALTERNATIVE 2

- A. Locate all collocation candidates in a "Human Service Center" with the exception of the Division of Public Assistance and Social Services and the Wyoming Food Clearinghouse. It is assumed under this alternative that the "Center" would be organized and governed by a "Council" or "Board" to guide efficient operation. It should also be noted that the inclusion of the Cheyenne Halfway House and Alcohol Receiving Center in this Center is dependent upon the facility location and its conduciveness to residential functions. If it is not suitable, they should be removed from the program and

COLLOCATION ALTERNATIVES

and should be located together in a separate facility.

1987:

Required square footage: 34,000 (net)
42,500 (gross)
Required parking spaces: 171
Desired location: Central, south
or west business

1992:

Required square footage: 39,359 (net)
49,199 (gross)
Required parking spaces: 188

Overall square foot reduction
benefit from collocation: 5,997 (net)
7,496 (gross)

Requirements for Cheyenne Halfway House and
Alcohol Receiving Center:

1987:

Required square footage: 9,028 (net)
11,285 (gross)
Required parking spaces: 31
Desired location: Central Residential,
Central Business.

1992:

Required square footage: 9,851 (net)
12,314 (gross)
Required parking spaces: 34

B. Same as Item C, Alternative 1.

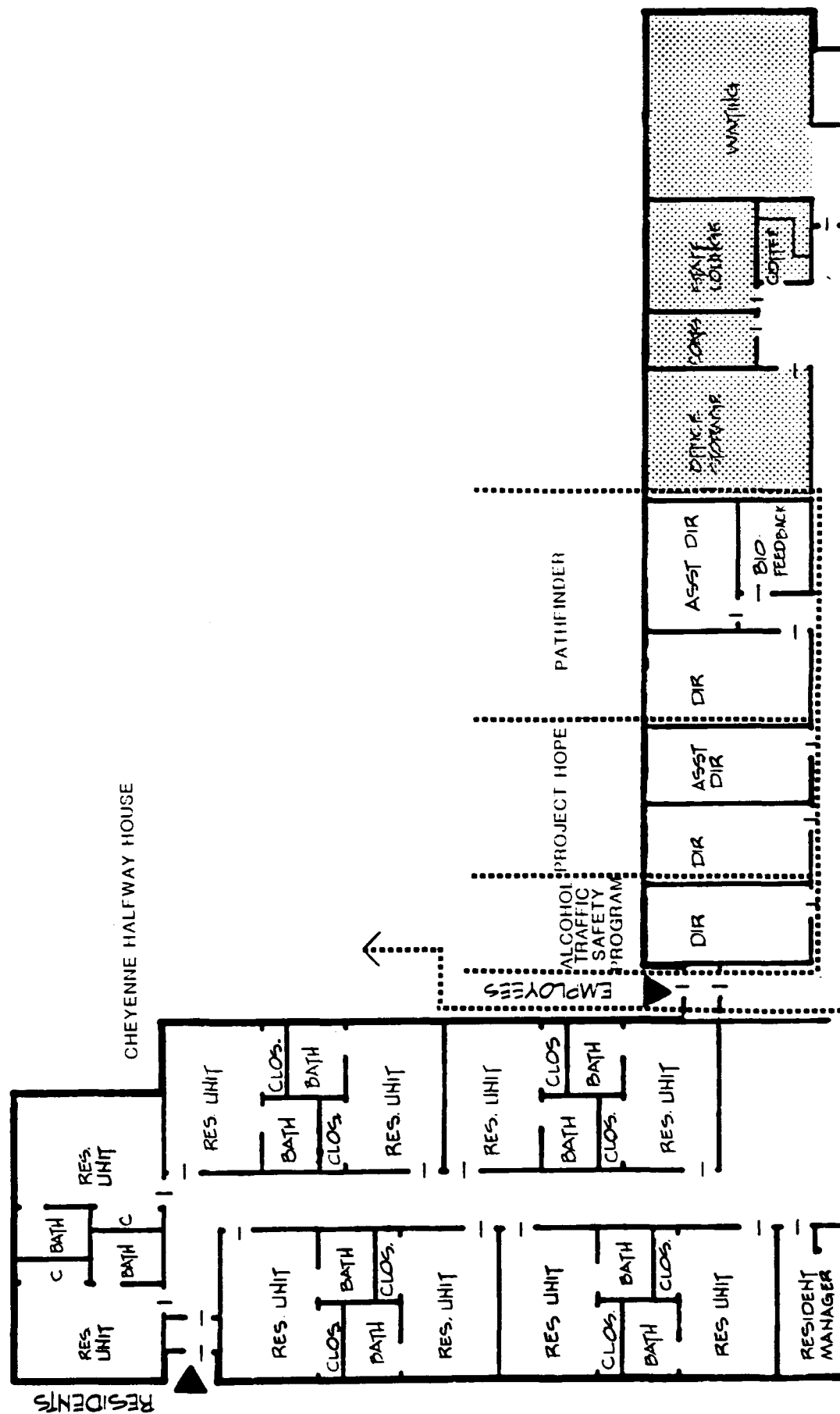
C. Same as Item D, Alternative 1.

After an overall review of agency functions, inter-
action relationships, potential to benefit from sharing
resources and collocation alternatives, several other
areas were identified and are recommended as items to
consider in collocation:

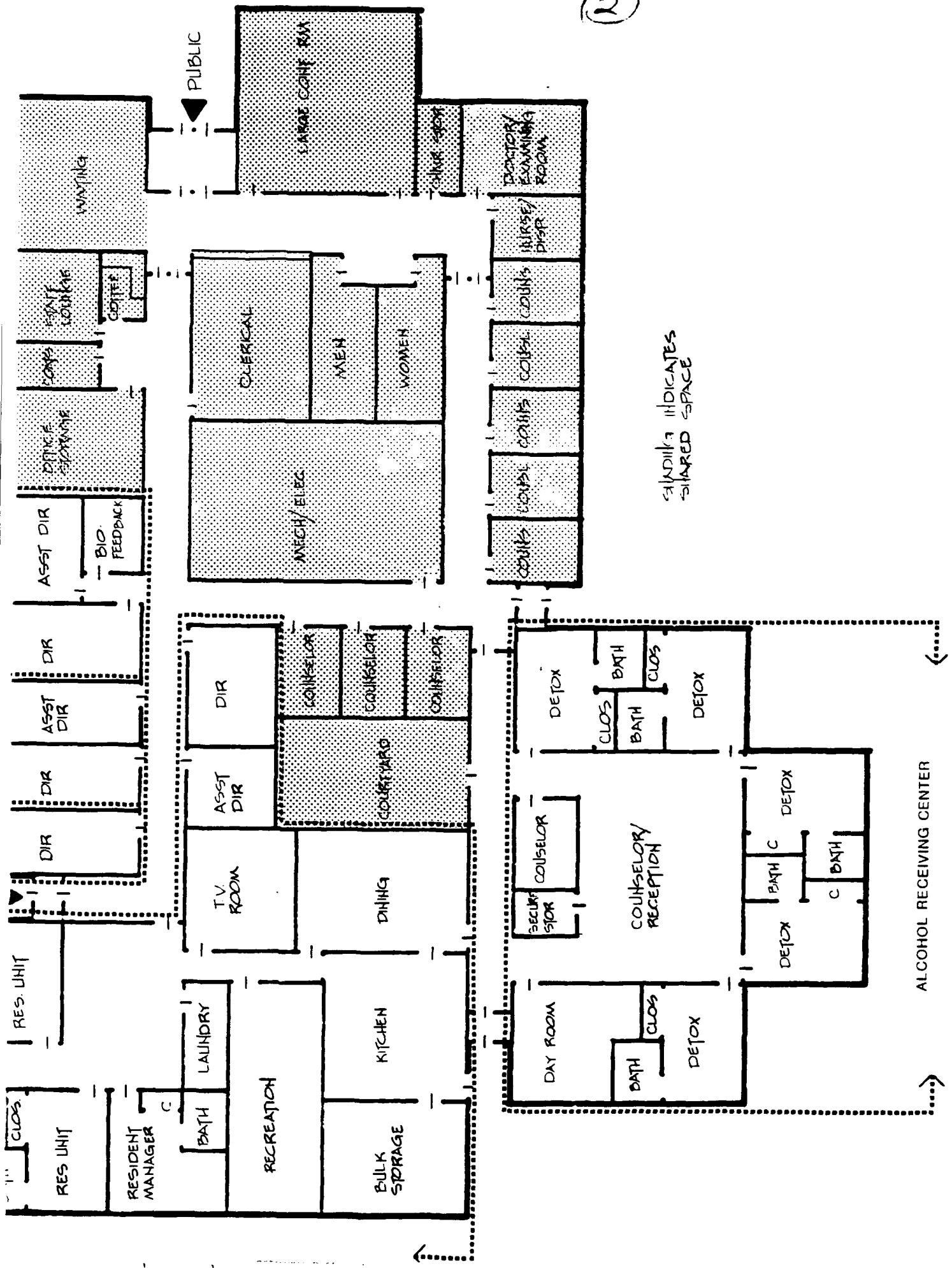
- Several agencies provide counseling services.
Some effort should be given to coordinating
and consolidating this service to avoid dupli-
cation and maximize their use.
- A central Human Service referral and informa-
tion center should be established. As it cur-
rently functions, every agency is providing
this service to a degree.
- Expand and structure Helpline to become a
central crisis line, in addition to its
current function and work with such
agencies as Christian Counseling and Grandma's
Safehouse.
- Provide a combined or central dead storage area
for each collocated sub-component. The area
can then be subdivided and secured for each
agency.

Conceptual layouts for each Alternative, including the
subcomponents, are provided as a guide to be used once the
collocation alternative(s) is selected, prioritized
and implemented. The layout for Alternative 2-A
indicates the use of the old Johnson Junior High as
a proposal. The other layouts are not representative
of a specific building, with the exception of 1-D.

ALTERNATIVE 1 A CONCEPTUAL LAYOUT

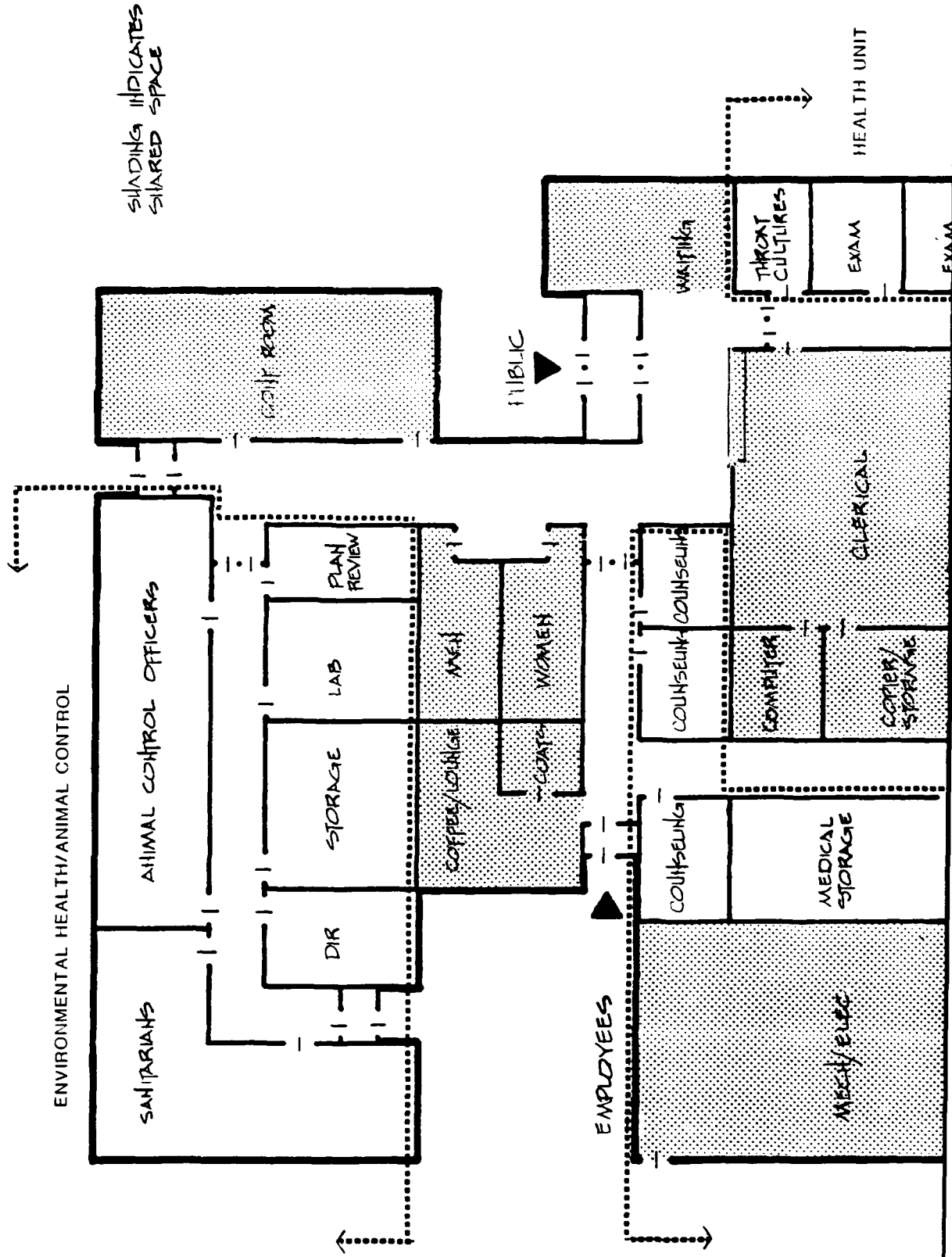


2

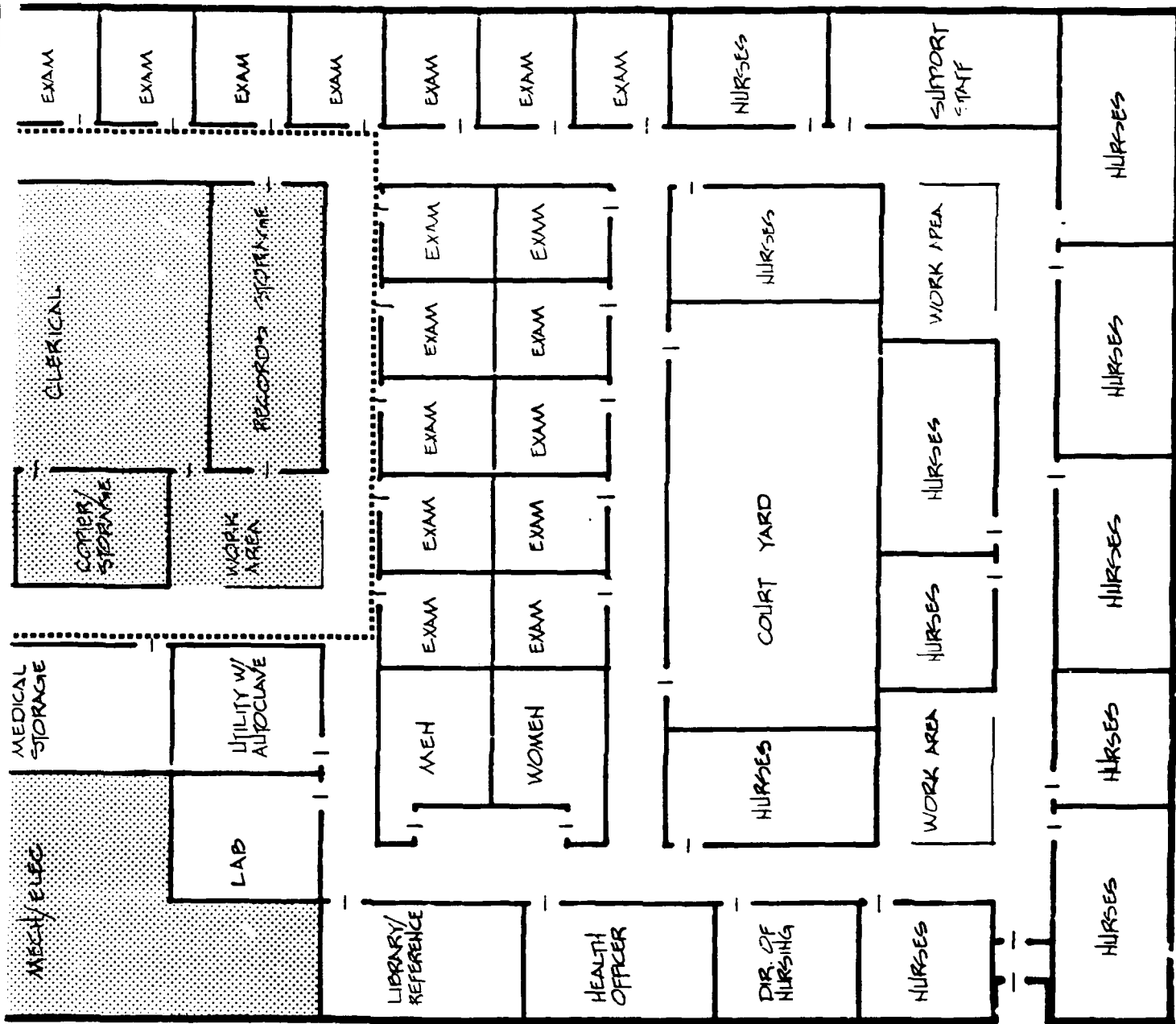


ALTERNATIVE 1-B

CONCEPTUAL LAYOUT

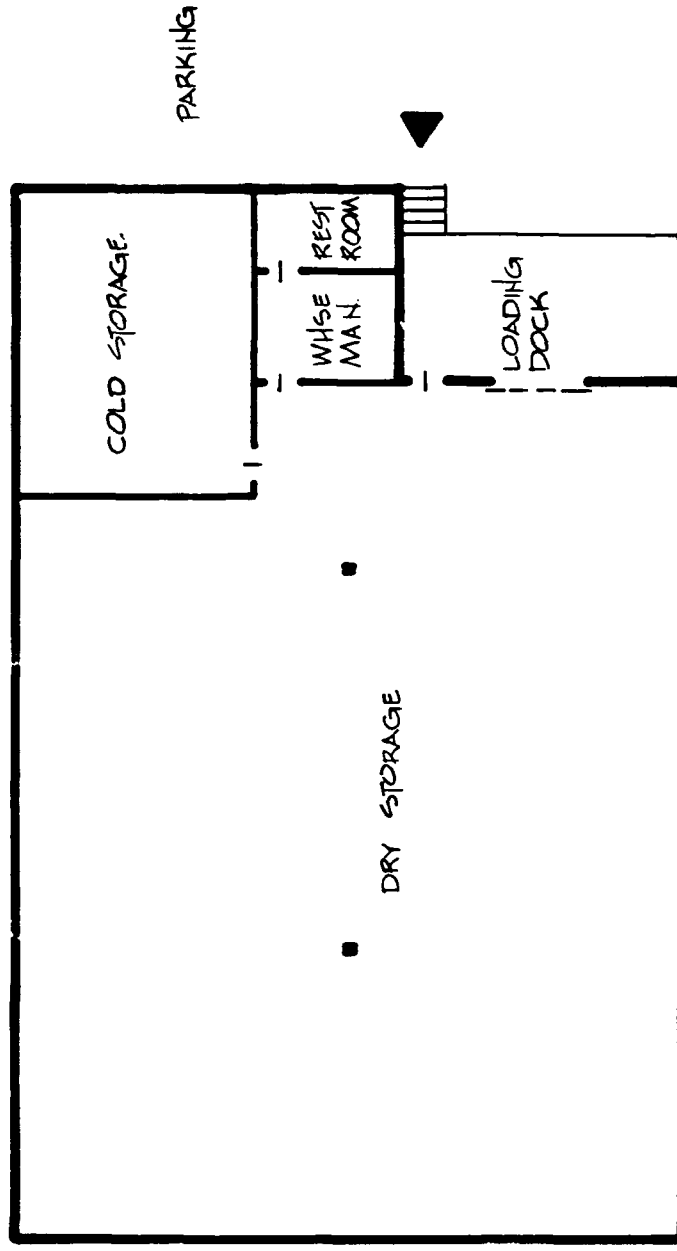


2



ALTERNATIVE 1-C & 2-B

CONCEPTUAL LAYOUT



WYOMING FOOD CLEARINGHOUSE, INC.

CONCEPTUAL LAYOUT

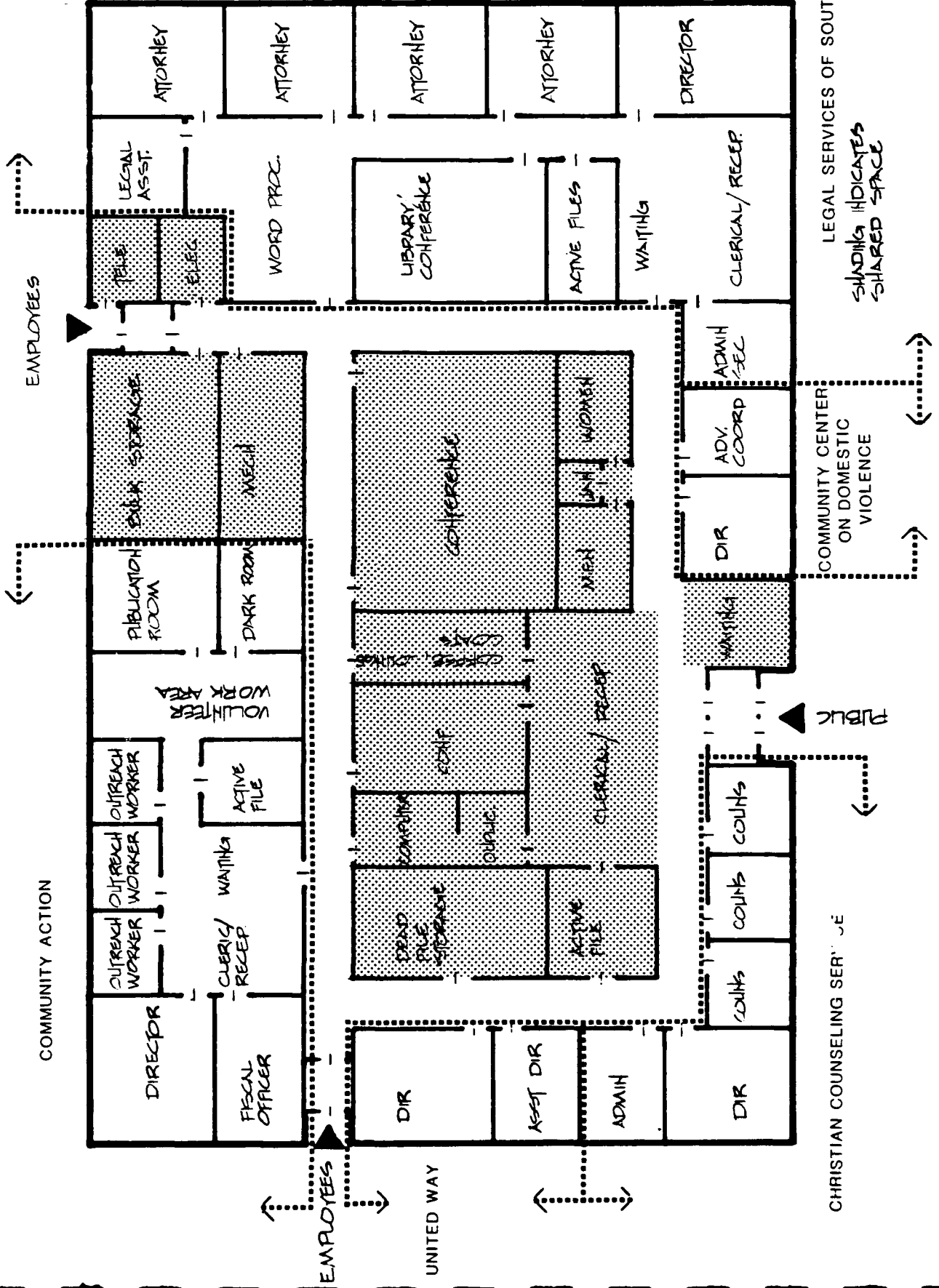
Hand-drawn floor plan of a building. The plan includes the following rooms and areas:

- Top Section:** A row of small rooms, each labeled "O." (Office). From left to right, there is a "TELE" room, followed by several "O." rooms, and a "STG." (Storage) room.
- Left Section:** A row of small rooms, each labeled "O." (Office). From left to right, there is a "ELEC" (Electrical) room, followed by several "O." rooms, and a "STG." (Storage) room.
- Central Corridor:** A vertical corridor labeled "CLERICAL/FISCAL" runs through the center.
- Right Section:** A large "LOBBY" area. To the right of the lobby are several rooms: "VIT/ COUNSEL" (Visit/Counsel), "OBSERV" (Observation), "VIT/ COUNSEL" (Visit/Counsel), "STG." (Storage), and "O." (Office).
- Bottom Section:** A large "CONFERENCE" room. To the right of the conference room is a "COMPR/ WORK ROOM" (Computer/Work Room). Below the conference room is a "MEN" room and a "WOMEN" room. To the right of the men's room is a "VIT/ COUNSEL" (Visit/Counsel) room and a "STG." (Storage) room.
- Other Rooms:**
 - COMPUTER** and **CLERICAL SUPER.** (Clerical Supervisor) rooms are located near the top left.
 - DEAD STG.** (Dead Storage) and **VAULT** rooms are located near the top center.
 - FILE STG.** (File Storage) room is located near the top right.
 - LOUNGE/COFFEE** room is located near the center.
 - WOMEN** and **MEN** restrooms are located near the center.
 - CHILD'S PLAY AREA** is located near the center.
 - CONF.** (Conference) room is located near the center.
 - STG.** (Storage) rooms are located near the bottom left and bottom right.

DIVISION OF PUBLIC ASSISTANCE AND SOCIAL SERVICES

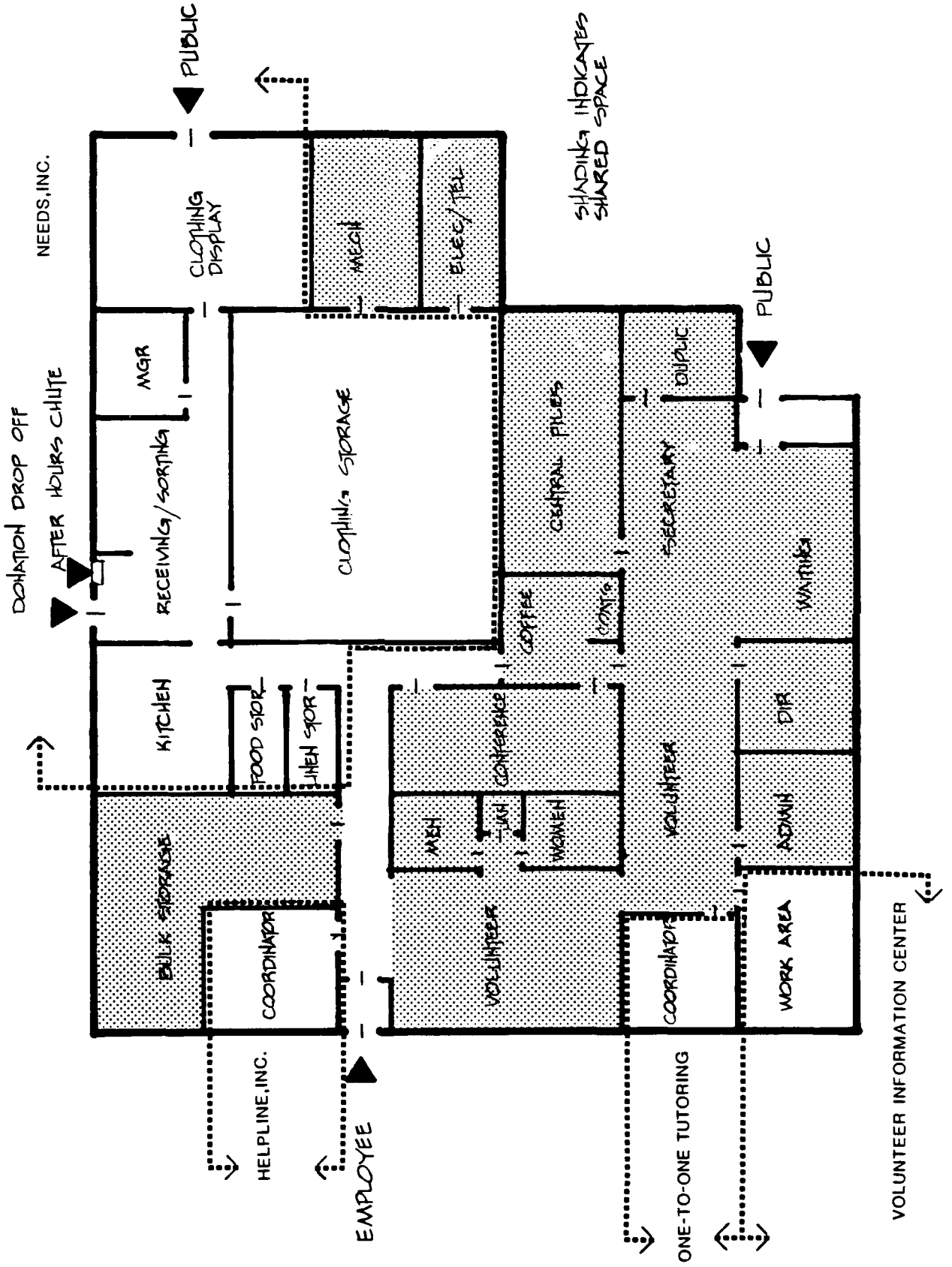
ALTERNATIVE 1-E

CONCEPTUAL LAYOUT



ALTERNATIVE 1-F

CONCEPTUAL LAYOUT



CONCEPTUAL LAYOUT

GROUND LEVEL

PUBLIC

BUILDING GOVERNING BOARD/
REFERRAL AND INFORMATION CENTER

PORTION CHEYENNE-LARAMIE
COUNTY HEALTH UNIT

WOMEN

MEN

COURTYARD

NEEDS INC.

ONE-TO-ONE TUTORING
HELPING, INC.

VOLUNTEER
INFORMATION
CENTER

COURTYARD

ALCOHOL RECEIVING CENTER

PORTION CHEYENNE
HOUSE

GYM

AUDITORIUM

PORTION CHEYENNE HALFWAY
HOUSE

SERVICE

SERVICE

BUILDING GOVERNING BOARD/
REFERRAL AND INFORMATION CENTER

FILED

PORTION CHEYENNE-
LARAMIE COUNTY
HEALTH UNIT

ONE-TO-ONE TUTORING
VOLUNTEER INFORMATION CENTER
HELPLINE, INC.

NEEDS INC.

COURTYARD

COLLEGE YARD

ALCOHOL RECEIVING CENTER

PORTION CHEYENNE HALFWAY
HOUSE

GYM

AUDITORIUM

FRANCE

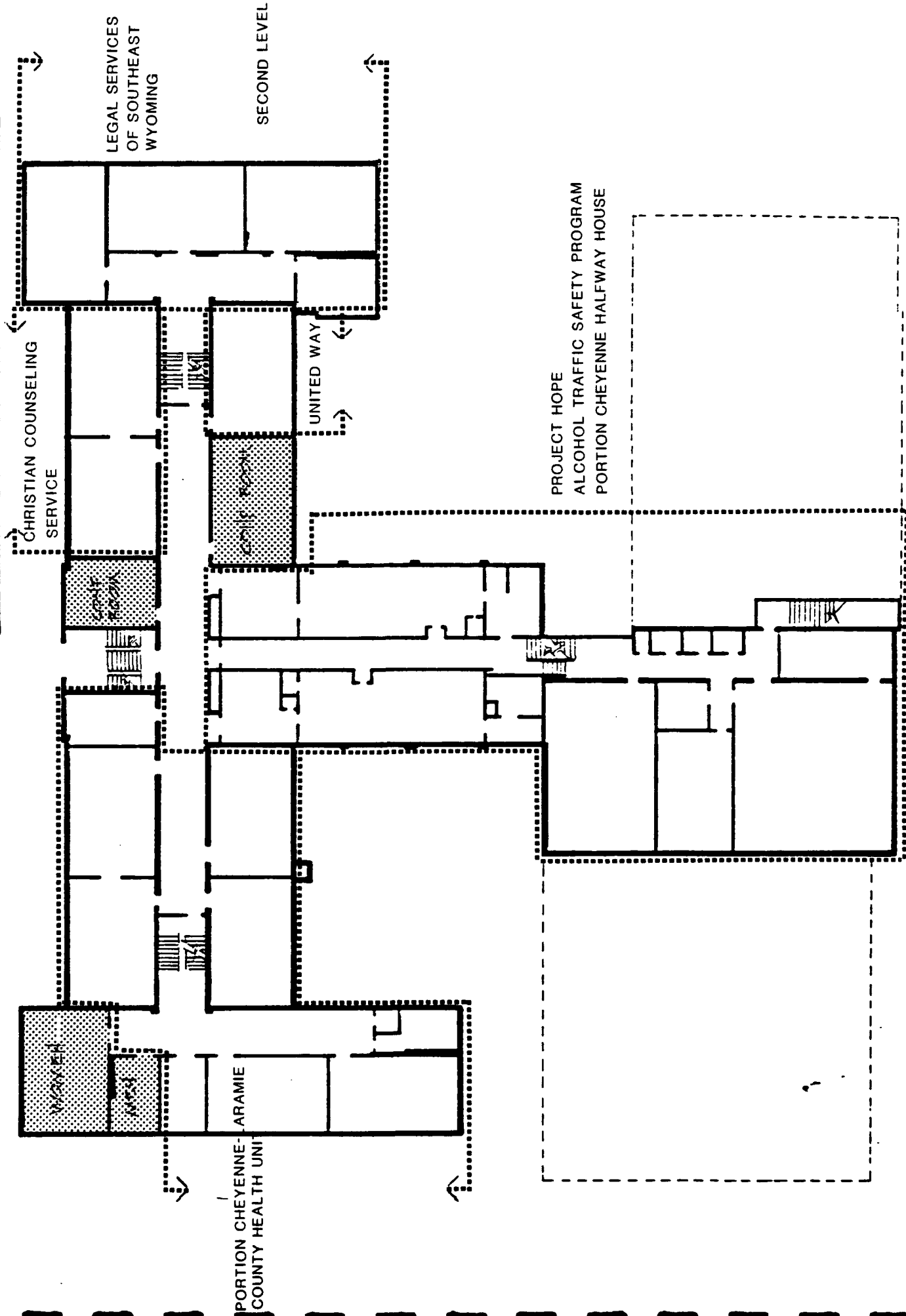
SERVICE

पुष्पक

ALTERNATIVE 2-A

CONCEPTUAL LAYOUT

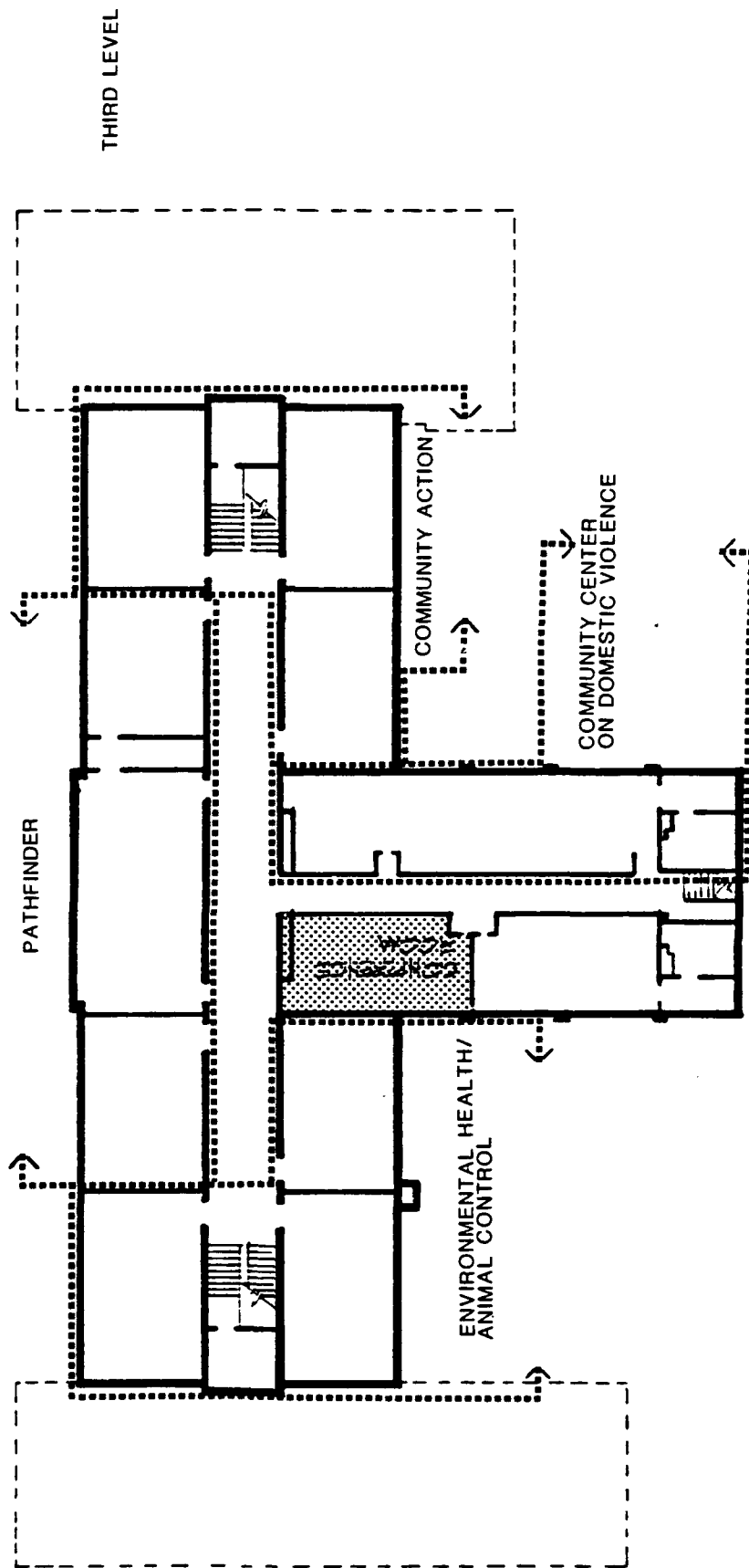
SHADING INDICATES
SHARED SPACE



ALTERNATIVE 2-A

CONCEPTUAL LAYOUT

SHADING INDICATES
SHARED SPACE



LEASING SYNOPSIS

A scan of available lease spaces in the desired locations reveals that there is very little space that can totally satisfy the needs of the collocated agencies. Aside from not having enough area, very few lease spaces can provide the required parking. The following list are some possibilities, but compromises in the aforementioned areas will have to be made. Extensive modifications would be required in all cases to make lease space workable.

<u>ADDRESS</u>	<u>AVAILABLE SPACE</u>	<u>POSSIBLE COLLOCATION</u>	<u>NET AREA REQUIRED</u>	<u>COMMENTS</u>
1605 Central	14,418 S.F.	Alcohol Programs & Pathfinder	11,600 S.F.	No parking. May not be suitable for Halfway House & Alcohol Receiving Center
1607 Central	12,000 S.F.	Alcohol Programs & Pathfinder	11,600 S.F.	No parking. May not be suitable for Halfway House & Alcohol Receiving Center
1722 Carey	5,346 S.F.	Interagency, Inc.	5,400 S.F.	No parking
122 E. 17th	5,500 S.F.	Interagency, Inc.	5,400 S.F.	No parking
305 W. 16th	6,336 S.F.	Interagency, Inc.	5,400 S.F.	No parking
16th & Capitol	26,136 S.F.	United Way, Christian Counseling, Community Action Legal Services & Community Center on Domestic Violence	7,000 S.F.	No parking

LEASING SYNOPSIS

<u>ADDRESS</u>	<u>AVAILABLE SPACE</u>	<u>POSSIBLE COLLOCATION</u>	<u>NET AREA REQUIRED</u>	<u>COMMENTS</u>
City Center Building	17,829 S.F.	Cheyenne - Laramie County Health Unit, Environmental Health and Animal Control	11,500 S.F.	45 parking spaces available

DEVELOPMENT PHASING

DEVELOPMENT PHASING

The ultimate development plan for meeting the needs of the selected Human Service agencies and achieving collocation should provide a guideline for future growth and allow for phasing the various components to spread the capital expenditures over a period of time. The plan should be a framework that can respond to need and priority modifications. Either Alternative presented herein has that ability. The initial construction phase should focus on meeting the highest priority agency need as established by the Human Service Task Force.

Alternative One could be phased by placing each subcomponent in priority and acquiring appropriate space as funds or the means come available.

Alternative Two can also be phased. Again, after establishing priorities, each component's needs can be satisfied. As this Alternative specifically relates to the remodeling of Johnson Junior High, individual portions of the building could be remodeled as prescribed by the priority development plan and economic plan.

Once the Alternative is selected or a new Alternative is derived and priorities are established, a specific development plan and time sequencing can be outlined.

COST



COST

Costs do not include cost of land or architectural and engineering fees.

If it is determined to be beneficial to locate agencies in leased spaces on a short term basis, the amount of space leased should be based upon the 1987 Required Square Footage listed on the previous Collocation Alternatives. The cost of lease space in Cheyenne is presently eight to eleven dollars per square foot per year. To this should be added the cost of remodeling the building to suit the agency's needs which would have to be determined on a case by case basis for the selected locations.

ALTERNATIVE 1

- A. Cheyenne Halfway House, Project Hope, Alcohol Receiving Center, Alcohol Traffic Safety Program and Pathfinder:
Construct a new 15,800 square foot building: \$ 740,900
- B. Cheyenne-Laramie County Health Unit and Environmental Health and Animal Control:
Construct a new 16,100 square foot building: \$1,038,700
- C. Wyoming Food Clearing-house, Inc.:
Construct a new 4,800 square foot warehouse: \$ 125,300

- D. Division of Public Assistance and Social Services:
Construct a 5,000 square foot addition: \$ 306,400
- E. United Way, Christian Counseling, Community Action, Legal Services and the Community Center on Domestic Violence:
Construct a new 10,300 square foot building: \$ 536,100
- F. Interagency Board, Inc. agencies:
Construct a new 7,300 square foot building: \$ 381,100

TOTAL 59,300 S.F. \$ 3,128,500

ALTERNATIVE 2

- A. Human Service Center (Cheyenne Halfway House, Project Hope, Alcohol Receiving Center, Alcohol Traffic Safety Program, Pathfinder, Cheyenne-Laramie County Health Unit, Environmental Health and Animal Control, United Way, Christian Counseling, Community Action, Legal Services, Community Center on Domestic Violence and Interagency Board, Inc.):
Remodel old Johnson Junior High, 70,000 S.F. Not reflected in the costs and square footage is the auditorium and gym which could be used for other community activities. Not included in this cost is the site work required to develop additional parking, nor any

COST

costs involved in purchasing the property from School District No. 1. Some major factors that will influence the remodeling costs include a detailed analysis of the mechanical and electrical systems, installation of elevators, and an evaluation of the windows and building insulation for energy conservation:

\$2,877,000

- B. Same as Item C, Alternative 1.
- C. Same as Item D, Alternative 1.

TOTAL	79,800 S.F.	\$3,308,700
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NOTE: Some of the significant differences in square foot totals between Alternative 1 and 2 can be attributed to a lower efficiency factor in old Johnson Junior High. (i.e. wide corridors)

The following is a cost estimate of savings that can be realized from the square foot reductions achieved through collocation. These savings figures do not include reduction in salaries, operating expenses, increased productivity, client convenience and other intangible benefits.

Alternative	S.F. Reduction	Cost Savings
1A	2,793	\$149,565
1B	642	34,716
1C	0	0
1D	0	0
1E	1,638	87,715
1F	0	0
TOTAL SAVINGS ALTERNATIVE 1		\$271,996
2A	7,496	\$308,086
2B	0	0
2C	0	0
TOTAL SAVINGS ALTERNATIVE 2		\$308,086

NOTE: Alternative 2 cost is based upon remodeling old Johnson Junior High. Because of excessive circulation and building functional inefficiencies, more space is remodeled than would be necessary in a newly constructed facility. The following cost estimate is given for Alternative 2 based upon new construction to give a more realistic comparison (based upon an 80% efficient building):

2A	7,496	\$393,540
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APPENDIX A



PROGRAM PLANNING QUESTIONNAIRE

Kemper Architects, P.C. have been retained by the City of Cheyenne and Laramie County (ISA) to assess the space and facility needs of several Human Service Agencies.

The attached questionnaire has been designed to solicit specific information which will be required for the assessment of your agency's facility needs. We will be contacting you during the last week of September to conduct personal interviews, review questionnaire responses and inventory existing building and site conditions. Please have your questionnaire done at that time. If you have difficulty answering a question, leave it blank and we will discuss it during the interview process. Some questions or sections may not apply to your agency, simply mark them N/A.

The total space required for each agency will be determined according to individual needs and projections based upon the information provided in this questionnaire and the resulting interviews. This study is being done for planning purposes and in relation to the potential for "Peacekeeper" missile project impact. The results will be analyzed to determine feasible alternatives to impacted agencies. We realize that many agencies have been interviewed extensively in the proposed "Peacekeeper" project and the Environmental Impact Statement. We will be using that information in addition to this questionnaire and hope you will bear with us.

Please feel free to add any information that would be beneficial or helpful during the course of this study. We are looking forward to working with you and if there are any questions regarding this study, please contact Steve McBride or Teresa Moore at 635-2831.

The Human Service Agencies included in this study are:

Alcohol Receiving Center
Alcohol Traffic Safety
Halfway House
Project Hope
Attention Home
City-County Health Unit
COME A Shelter
Grandma's Safe House
D-PASS
Emergency Medical Services Facility
Christian Counseling Service
Community Action
Family Living Center
Helpline
Needs, Inc.
Volunteer Information Center
Legal Services
Pathfinder
United Way
Vietnam Era Vets Center

Storage needs only:

Salvation Army
Wyoming Food Clearinghouse

PROGRAMMING QUESTIONNAIRE

_____ date _____

AGENCY _____ LOCATION _____

PREPARED BY _____ TITLE _____

A. PERSONNEL

1. Please provide existing and projected number of personnel (without Peacekeeper impact) for each of the job categories in your agency (i.e. Administrator, Assistant, Secretary, etc.)

<u>Position</u>	<u>Historical</u>		<u>Sept.</u>		<u>Projections</u>	
	<u>1975</u>	<u>1980</u>	<u>1984</u>	<u>1987</u>	<u>1990</u>	
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	

2. Is the current staffing level adequate to provide service without turning clients away or overloading staff? If no, what additional staff is required?

3. Attach an organizational chart.

B. WORK PROCEDURES

1. What are the normal working hours of your agency? _____ to _____.
2. Do any personnel work other than normal hours? _____
If so, when? _____ to _____ No. of people working _____.
3. Do any personnel work weekends? _____
How frequently _____ No. of people working _____.
4. If this group works more than one shift, please explain procedure and breakdown of shifts.
5. Approximately how many clients are you serving per month? (If more than one service is provided, breakdown per service)

C. WORK AREA REQUIREMENTS

1. Work Station, Furniture and Equipment Requirements:
List the furniture and equipment for each staff person on the attached worksheet.
This should include furniture and equipment required but that is not currently in place.
Are there any regulatory standards or criteria governing your agency that would affect space allocations? If yes, please include or list.
2. Storage and Special Equipment:
 - a. What type of central storage facilities (other than those directly connected with an individual's work station which would be listed in the item above) are required by your agency?

Item

Number of units and/or length

2-drawer files

4-drawer files

Lateral files

Bookcases

Storage cabinets

Microfilm files

List any security or fire protection requirements.

b. At what rate do you accumulate files? _____ drawers per year.

c. Do you have access to dead storage? _____. If so, how long must you keep files before placing in dead storage? _____. How long must files be kept in dead storage? _____.

3. Special Areas and Equipment:

a. Are there any specialized spaces, work rooms, storage rooms, equipment rooms, etc., which are utilized by your unit. Please list.

- 4. List any bulky storage requirements you may have on the attached sheet, if applicable.**

D. ANCILLARY WORK AREAS

- 1. How many clients/visitors from the public come to your agency during one day?**

What is their average length of stay?

Are any clients turned away because of lack of adequate facilities (i.e. beds, rooms, etc.)? _____. If yes, give approximate number per year _____.

2. How many visitors from other Human Service agencies come to your office during one day? _____.
- Generally what agencies do they come from? _____

- ### 3. Copy requirements:

How many photo copies do you make per month?

- #### 4. Conference requirements:

Do you require a conference room? . If yes, please list by size and indicate average number of hours that conference rooms are used by your group. (Conferences initiated by your agency.)

Maximum Occupancy

1. _____
2. _____
3. _____
4. _____

2.

3.

4. _____

Hours per Week

5. What special equipment (other than equipment that sits on desk or table tops) is required by your agency for use within the office. For example, copy machines, security vaults, terminal, etc. Please fill out the attached sheet for special requirements.
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E. LIVING AREAS

1. Please list areas required for your agency aside from the "office" type functions and number of people accommodated. (i.e. dining rooms, bathrooms, kitchens, etc.)

<u>Area</u>	<u>No. of people (beds, seats, etc.)</u>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Do you feel your facility is inadequate to meet these needs? If so, in what areas?

F. LOCATIONAL CRITERIA

1. Do you feel your location is readily accessible to those served most frequently? . If no, what general area would be better?

2. In your opinion, which of the Human Service agencies included in this study need to be located in close physical proximity to yours?

Why?

3. If feasible, would you benefit financially and/or functionally by sharing such things as clerical staff, conference rooms, resources, laboratories, equipment, etc. with another Human Service agency/ such as those listed?

4. Are there any Human Service agencies, for any reason, should be separated from yours?

Why?

5. Based upon your experience, work patterns and observation, suggest any locational, equipment or other changes that might affect the efficiency, size and operation of your unit. For example, microfilming of records, computer terminals, centralization vs. decentralization, combining with other departments, etc.

G. PARKING REQUIREMENTS

1. How many staff cars are assigned to your agency?

Present _____ 1987 _____ 1990 _____

2. How do your employees normally get to work?

Drive _____ (No. people) Carpool _____ (No. people)
Other _____ (No. people)

3. How much visitor parking do you require?
4. Are there any traffic/pedestrian safety considerations that need to be addressed?

H. FACILITY PHYSICAL CONDITION

1. Does your agency own, lease or rent your current space?
2. What known physical defects does your facility have? (e.g. electrical, leaks, heating/cooling, etc.)
3. Is your facility accessible to the handicapped?
4. Attach a copy of your facility layout or plans, if available.

I. COMMENTS

If you have any comments which you think would benefit us in conducting our facility needs analysis, please feel free to list them below.

Please list each employee position type (Job Title) and indicate only the furniture and equipment each employee of each position will require at his workstation. Do not include items which are used by several employees even though these may be supervised by individuals listed.

[illegible]

LIVING AREA REQUIREMENTS:

Please list each piece of furniture and size required for each space.

<u>Dining Room</u>	<u>size</u>	<u>no.</u>	<u>Living Room</u>	<u>size</u>	<u>no.</u>
Table	_____	_____	Sofa	_____	_____
Chairs	_____	_____	Chairs	_____	_____
_____	_____	_____	Tables	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<u>Kitchen</u>			<u>Bedroom</u>		
Eating space	_____	_____	Beds	_____	_____
Pantry	_____	_____	Chests	_____	_____
Commercial equipment	_____	_____	Desks	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<u>Personal Storage</u>			<u>Bathroom</u>		
Closets	_____	_____	Tub	_____	_____
_____	_____	_____	Shower	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

List any bulky items which are to be stored in this area

Item	Size	Number		Special Requirements
		Existing	Projected	
			1987	1990

Special Equipment:

List any special equipment located in this area and appropriate information.

Acoustical

Lighting

Finishes (wall, floor, ceiling) _____

Entry/access

Electrical

Ventilation

Refrigeration

Delivery, Loading Dock _____

Other _____

ELECTRICAL

[illegible]